



**SWAZILAND FINANCIAL INTELLIGENCE UNIT
EXTERNAL AUDIT REQUEST FOR PROPOSALS**



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ADVERTISEMENT

REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

RFP No: SFIU RFP 2018/01

RFP Name: External Audit Services

Closing Date: 18th May 2018

The Swaziland Financial Intelligence Invites sealed proposals for the provision of external audit services. The request for proposals documents can be downloaded from the SFIU website www.sfiu.org.sz



SECTION A – INTRODUCTION

1. Background

The Swaziland Financial Intelligence Unit (SFIU) is established by Section 19 of the Money Laundering and Financing of Terrorism (Prevention) Act 2011 (MLTFPA). It is established as an autonomous central national agency having the responsibility for receiving, requesting, analysing and dissemination to competent authorities' disclosures of financial information in order to counter money laundering and financing of terrorism. Section 31 of the MLTFPA stipulates functions of the SFIU.

The mission of the SFIU is to safeguard the financial system from illicit use and combat money laundering and terrorist financing through detecting, collecting (receiving), analysing and disseminating financial intelligence to stakeholders.

2. Contract

Upon award of the tender, the parties will enter into a contract which will spell out in more detail the items mentioned herein.



SECTION B - SCOPE OF TENDER

1. Scope of Work

The audit services shall be conducted in line with International Standards on Auditing (ISAs) and such standards issued by the Swaziland Institute of Accountants. It shall include performance of such tests as may be required to obtain sufficient audit evidence for the auditor to express an opinion on the amounts, assertions and disclosures in the SFIU's financial statements. The nature and extent of the audit procedures shall be based on the auditor's professional judgement.

The SFIU intends to award the successful tenderer a 3-year contract which shall cover the audit of financial statements for the years ended 31st March 2018,2019 and 2021. In addition to this, the auditor will also perform the audit of prior year financial statements commencing from 2014/2015 to 2016/2017 which are years during which the SFIU had limited activity.

2. Expected Output

2.1 Audit Report

The auditor will be expected to issue an audit report which should state the audit opinion in line with ISAs.

2.2 Management Letter

3The Management letter should cover the following:

- b) A description of internal control weaknesses observed by the auditor during the audit.
- c) Recommendations to resolve/eliminate the observed internal control weaknesses.
- d) Management's comments/responses to audit findings and recommendations.

SECTION C : TERMS AND CONDITIONS OF TENDER

1. The SFIU is seeking reliable, financially stable service providers who can meet its stringent cost, quality and service requirements.
2. The tender document as well as all other correspondence and documents relating to the tender exchanged by the tenderer and the SFIU, shall be written in the English language.
3. Tenderers should double check the prices quoted for accuracy before submitting their tender documents. Under no circumstances will the SFIU accept any request for price adjustment on grounds that a mistake was made in the tendered prices.
4. To assist in the examination, evaluation and comparison of tenders, the SFIU may, at its discretion, ask the tenderer for a clarification on any part of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
5. By submission of the tender, the Tenderer implicitly certifies that:
 - the prices in the tender have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or competitor;
 - unless otherwise required by law; the prices quoted in the tender have not knowingly been disclosed by the Tenderer and will not knowingly be disclosed, directly or indirectly, to any other Tenderer or competitor until he has been informed of the results of the Tender.
 - no attempt has been made or will be made by the Tenderer to induce any other tenderer or competitor to submit or abstain from submitting a tender for the purpose of restricting competition.
6. The SFIU does not bind itself to accept the lowest or any tender nor give any reason for the acceptance or rejection of a tender. The SFIU may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.
7. Acceptance or rejection of tender offer will be communicated by a formal acceptance or rejection letter sent by fax, email and or normal post, directly to the tenderer. An



acceptance by such letter will not mean the SFIU is binding itself to an agreement. The SFIU shall only be bound under the agreement once the terms and conditions of the contract are agreed between the parties. Failure to agree thereto for a period exceeding thirty (30) calendar days will render the whole tender transaction *void ab initio*.

8. The offers shall be deemed to be under consideration immediately after the tender closing date until the SFIU makes an official award of contract. Whilst the offers are under consideration, Tenderers and or their representatives or other interested parties are advised to refrain from contacting the SFIU by any means. If necessary, the SFIU will obtain further clarifications on the offers by requesting for such information from any or all the tenderers, either in writing or through personal contacts, as may be considered necessary. The SFIU reserves the right to eliminate from the evaluation a tenderer contravening this provision.
9. Tenderers will not be permitted to change the substance of their offers after the tender box has been opened.
10. SFIU reserves the right to modify, or change the specifications or even cancel the tender before the tender opening and such modifications or changes will be communicated to the tenderers in advance as and when decided.
11. Participation in this tender process, or in relation to any matter concerning the tender, will be at the tenderer's sole risk, cost and expense. SFIU will not be responsible in any circumstance for any costs or expenses incurred by any tenderer in preparing or lodging a tender or in taking part in the tender process or taking any action related to the tender process.
12. Signed tender documents must be submitted by placing them in a suitably large envelope which must be sealed so as to ensure the contents cannot fall out or be viewed without opening the envelope.
13. Nothing shall prevent the SFIU from conducting a diligence search of the business of the Tenderers.
14. Each page of the offer must be numbered consecutively, bear the tender number, signed and stamped by the Tenderer at the bottom. A reference to the total number



of pages comprising the offer must be made at the top right hand corner of the first page.

15. The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialled by the person or persons signing the tender.
16. Tenders submitted by Fax, Telex or e-mail will not be accepted.
17. Completed Tender documents must be placed in the Tender Box situated at the **Swaziland Financial Intelligence Unit, 6th Floor, Corporate Place Building, Mbabane on or before 12h00 Noon on Friday, 18th May 2018.**
18. Tenders or any part thereof received after the stipulated closing date and time will not be accepted. No tender may be modified after the deadline for submission of tenders.
19. Tenders will be opened from 12h01 on the date of closing at the SFIU Board Room. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date.

The bid price will be read and recorded in the presence of all the Tenderers or their representatives present during the opening. However, tenders may be opened even if Tenderers or their representatives are not present at the scheduled time. Each Tenderer and the eventual contract holder agree to be bound by the laws of Swaziland and shall be subject to the Courts of the country. Each Tenderer shall indicate a place in Swaziland and specify it in the Tender as his domicilium, where all notifications may be served on him.

20. The SFIU requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows;
 - 20.1 “**corrupt practice**” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a company official in the procurement process or in contract execution; and
 - 20.2 “**fraudulent practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of SFIU, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive



SFIU of the benefits of free and open competition; SFIU will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being blacklisted from procurement at SFIU.

20.3 Tenderers and their officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Tenderer or any other person in relation to the preparation or submission of tenders. In addition to any other remedies available under any law or any contract, the SFIU may at its sole discretion immediately reject any tender submitted by a tenderer that engaged in any collusive tendering, anti-competitive conduct or any other similar conduct with any other tenderer or any other person in relation to the preparation or submission of Tenders.

20.4 Any collusion amongst Tenderers or between Tenderers and SFIU personnel is forbidden and discovery of any such act will disqualify the Tenderer(s) and result in disciplinary action against the SFIU employee.

The tender, or contract if it has been concluded already, will be declared invalid if SFIU determines that the Tenderer, or any person acting on his behalf, has offered, promised or given a bribe, gift or other inducement to an officer or employee of SFIU with the intention of influencing the award of the contract.

20.5 The tenderers must disclose, if they or any of their sub-contractor(s):

- are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- Have been convicted of any offence relating to professional misconduct.
- Has not fulfilled any obligations relating to the payment of taxes in Swaziland.
- Disclosure extends to any company in the same group of a tenderer (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the tenderer is associated, in respect of this tender).

21. The Tenderer should provide satisfactory evidence acceptable to SFIU to show that:

- 21.1 It is a reputable company that has adequate technical knowledge, professional qualification, and wide experience in performing project management services.
- 21.2 It has adequate financial stability and status to meet the stipulations under the contract. It is financially solvent and without current judgments or any other financial background which could prevent it from operating bank accounts, raising finance and conducting other activities which are essential to the running of a business.
- 21.3 It has an adequately qualified and experienced team assigned for the work under this tender.
22. The tender shall remain valid and open for acceptance by SFIU for not less than ninety (90) days after the submission of tenders.
23. A tender document submitted by a joint venture (JV) of two or more companies must be accompanied by a document forming the joint venture; duly registered and authenticated by a notary public or other official deputed to witness sworn statements, in which precisely defined the conditions under which the joint venture will function, its period of duration, the persons authorized to represent it and obligated thereby, the participation of the several companies forming the joint venture, and any other information necessary to permit a full appraisal of its function. The JV agreement should be submitted with the tender documents.
24. Tenderers are advised to provide all relevant information as required.
25. Any document submitted in reply to the Invitation to Tender shall become the property of the SFIU. SFIU will use commercially confidential or proprietary information solely for the purpose of the evaluation of tenders and the selection of a suitable contractor.
26. Figures should not be altered or erased; any alteration should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Tenderer in ink.
27. Arithmetical errors will be rectified only if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity. In such case, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, his tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.



28. SFIU will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender documents and who has offered the best evaluated tender price, provided that, such tenderer has demonstrated the capability and resources to complete the contract, and has offered the appropriate equipment and experienced personnel for the intended operation.
29. Tenderers must provide the following information in two sets; the technical and financial proposals must be submitted in two separate envelopes;
- A. Checklist as attached in Section E of this document.
 - B. Company profile
 - C. Technical proposal
 - D. Financial proposal
 - E. Certified Copy of Valid Tax Compliance Certificate
 - F. Certified Copy of Valid Trading License
 - G. Company audited annual financial statements for the past 3 years or since inception.
 - H. Names and contact details of at least three (3) reference customers
 - I. Statement of joint ventures / partnerships (where applicable).
 - J. Form J and C
 - K. Certified Copy of Labour Compliance Certificate.

NB: The Absence of any of the items above may render the tender disqualified on opening. The discretion to disqualify rests with the SFIU.

30. In addition to the information listed in 29 above, the SFIU shall request shortlisted qualifying tenderers to submit police clearances prior to awarding the tender to the successful tenderer.
31. If the tenderer has any doubts as to the meaning of any portion of this document, he should set out in his covering letter the interpretation on which he relies.
32. The onus is on tenderers to furnish sufficient information for a full technical and financial evaluation of offers.



33. The SFIU reserves the right at any point of the tender process, to disqualify any non-compliant tender proposal (i.e. proposals failing to meet the terms of these instructions) received;
34. The SFIU reserves the right to require a performance guarantee for any upfront payment required by the vendor.
- 35. The technical proposal should be placed in a sealed envelope, similarly the financial proposal also placed in a sealed envelope and then both envelopes enclosed in one suitable envelope sealed and clearly marked Request for Proposal: External Audit Services for SFIU, RFP2018/01 - Do Not Open before 12:00 noon (Swaziland time) on 18th May 2018.**
- 36. Tender prices must clearly reflect separately all taxes to be charged.**
37. Any query in connection with the Tender or the Invitation to Tender shall be submitted in writing to: procurement@sfiu.org.sz
38. The SFIU will strive to promptly respond in writing via e-mail to any requests for clarification up until Close of Business on the 10th May 2018.

SECTION D : TENDER EVALUATION PROCESS AND CRITERIA

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria:

There are six components in the tender evaluation process, five of which are non-financial and the last one being financial. These are set out below:

Please note the following:

- A tender which obtains less than 50% of the total points allocated to Criteria 1 - Responsiveness to Tender Assessment shall be deemed to be non-responsive and eliminated from further evaluation.
- A tender which obtains less than 70% of the total points allocated to Criterion 2 to 5, Resources and Capability Assessment, Technical Assessment, Risk Assessment, and Promotion of Swazi Business; shall be deemed to be non-responsive and eliminated from further evaluation.

1. Responsiveness of Tender Assessment

This will determine whether:

- all required documentation and information has been submitted;
- all the tenders have been appropriately signed and authorised;
- the document has been submitted in the correct format; and
- The correct number of legible copies has been submitted.

2. Resources and Capability Assessment

This will address the experience of the Tenderer as well as the capability and qualifications of the key personnel who will be operating under the contract, including the management and supervisory back up. Where appropriate, reference checks are essential and must cover aspects such as:

- a. The Tenderer's track record: i.e. past performance of similar contracts; industry knowledge;
- b. The availability of trade references (A list of at least three suitable references is to be provided to support this process);
- c. The contractors managerial and expertise capacity (as evidenced by sound management practices as well as qualifications, experience and extent of involvement/availability of key personnel and supervisory staff) to deliver the services.
- d. Project implementation plan.

3. Technical Assessment

The technical assessment will establish whether the tender meets the requirements set out in the specification and, if not, the significance of any variation from that specification.

4. Risk Assessment

The assessment will establish all risk factors which may be prejudicial to the SFIU and performance of the contract. This may include ascertaining the integrity and general conduct in business dealings, professional conduct of the tenderer's directors and senior management; compliance with the law and encumbrances which may hinder due



performance under the contract. This may involve investigations into whether any of the directors and senior managers have criminal records in connection with corruption, fraud, theft or forgery; financial track record of the tenderer, etc.

5. Promotion of Swazi Business

This criterion shall determine the extent to which ownership of the business is vested in Swazi citizens and/or the extent to which the Tenderer will:

- a. Encourage Swazi citizens to be involved in business;
- b. Improve levels of Swazi citizens' participation in SFIU business;
- c. Enhance economic development for Swazi citizens;
- d. Increase the numbers and types of Swazi business activities in the area;
- e. Promote opportunities for employment of Swazi citizens and
- f. Promote business enterprise development for Swazi citizens.

Where the scope of the works is of a highly specialised nature or the successful Tenderer is non-Swazi, the SFIU shall negotiate with the successful Tenderer to sub-contract or partner with a service provider who is a Swazi citizen.

6. Financial Criteria

a) This will entail identification of all relevant costs including capital costs to the SFIU. The initial (once off) costs, the on-going costs including any basis for escalations, penalties and/or discounts, should be identified and considered.

b) The financial criteria will be evaluated using the Swaziland Lilangeni (SZL) only. Foreign currency amounts will be converted to SZL using the prevailing exchange rates on the date of the evaluation of the tender.

The following evaluation formulae shall be used in the allocation of scores:

$$P_s = 20 * \left(\frac{P_{min}}{P_t} \right)$$

Where:

P_s - Points scored for bid under consideration.



- Pt - Tender price for bid under consideration.
- Pmin - Tender price for the lowest bid.

SECTION D – EVALUATION CRITERIA AND WEIGHTINGS

Non-Price Elements: Criteria and weightings are summarised below;



Criteria Elements	Criteria Weighting Factors
<p>1. Responsiveness of Tender</p> <p>all required documentation and information has been submitted;</p> <p>The following weightings shall apply:</p> <p>A. Checklist as attached in Section D of this document. (1)</p> <p>B. Company profile (1)</p> <p>C. Technical proposal (1)</p> <p>D. Financial proposal (1)</p> <p>E. Certified Copy of Valid Tax Compliance Certificate (2)</p> <p>F. Certified Copy of Valid Trading License (2)</p> <p>G. Company audited annual financial statements for the past 3 years or since inception. (2)</p> <p>H. Names and contact details of at least three reference customers (2)</p> <ul style="list-style-type: none"> • all the tender documents have been appropriately signed and authorised; (1) • the document has been submitted in the correct format; (1) • The correct number of legible copies has been submitted. (1) 	15
<p>2. Resources and Capability</p> <ul style="list-style-type: none"> • Reputation/brand/size of Tenderer; • Key personnel, relevant qualification(s) and relevant experience; • Trade references. • Project implementation plan. 	25



Criteria Elements	Criteria Weighting Factors
<p>3. Technical Capability</p> <ul style="list-style-type: none"> • Quality of the product/service, i.e. extent to which it meets tender specification or scope. • A list of relevant/similar projects completed within the last 3 years, complete with date, description, Project cost. 	20
<p>4. Risk Assessment</p> <ul style="list-style-type: none"> • All risk factors which may be prejudicial to SFIU and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects; • Size of the tender in relation to the size of the company in order to determine the ability to complete the tendered works; • Ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management; • Compliance with the law; (e.g. workmen's compensation etc.) • Circumstances which may expose SFIU and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or forgery by the contractor's directors and management etc. 	10



Criteria Elements	Criteria Weighting Factors
<p>5. Swazi Business Promotion</p> <ul style="list-style-type: none"> • Degree to which ownership of business vests with Swazi citizen; • Degree to which business is managed by Swazi citizen. • Extent to which the Tenderer will: <ul style="list-style-type: none"> – Encourage more Swazi citizens to be involved in business; – Encourage the impartation of technical and business skills to Swazi citizens; – Improve levels of Swazi citizens participation in SFIU business; – Promote opportunities for employment of Swazi citizens; 	10
<p>Financial</p> <ul style="list-style-type: none"> • Pricing / Costs • Payment terms and conditions • Clear reflection of all taxes to be charged 	20



SECTION E : SUBMISSION CHECKLIST

REQUIREMENT	AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)
Company Profile	
Technical Proposal (Forms TP1 to TP6)	
Financial Proposal (Forms FP1 and FP2)	
Certified Valid Tax Compliance Certificate	
Certified Valid Trading License	
Company audited annual financial statements for the past 3 years or since inception.	
Names and contact details of at least three (3) reference customers	
Statement of joint ventures/partnerships (if any)	
Form J and C,	
Labour Compliance Certificate	

NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.



FORM TP1

The Director
Swaziland Financial Intelligence Unit
P.O. Box 9547
Mbabane

Dear Sir

RE: AUDIT SERVICES SFIU RFP2018/01

I, the undersigned, offer to provide **audit services to the Swaziland Financial Intelligence Unit** in accordance with your Request for Proposal dated 13th April 2018. We hereby submit our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to disqualification. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the auditing services related to the assignment not later than 2 months after the date of the tender being awarded to us. We understand that the Swaziland Financial Intelligence Unit is not bound to accept the lowest or any proposal.

Yours sincerely,

Signature_____

Name and Position



FORM TP2

AUDIT FIRM'S OVERALL CAPABILITIES

OVERALL CAPABILITIES OF THE FIRM	RESPONSE
1. What is the size of the firm from which the audit would be performed? Please provide information on the number for each level of professional staff in the firm, partner/staff ratio. The number of audits performed annually by the office.	
2. How many clients does the firm have? In what sectors does the client base predominate?	
3. What experience does the firm have in auditing <u>public enterprises/companies</u> .	
4. What is the firm's internal quality control procedures for specific audit assignments and the firm's quality assurance program? When was the firm last subject to an independent quality assurance review and what was the nature of the review?	
5. What is the nature of the firm's affiliation with its worldwide firm?	
6. What is the nature of the firm's access to the worldwide firm's knowledge base, quality assurance system, professional development and other resources to support its work?	
7. What arrangements does the firm have to ensure that if key personnel (partners, managers, auditors in charge, specialist auditors) proposed for the audit cannot be made available, must be substituted during the course of the engagement, or must rotate in accordance with the firm's rotation policy, that similarly qualified and experienced staff can be assigned in their place in a timely fashion?	
8. Are there any legal actions or potential conflicts of interest relating to the firm that may impact the ability of the firm to provide services to the SFIU?	



9. Can the firm provide client references to support its proposal? Please state three recent references with contact persons and contact details.



FORM TP 3

PROFESSIONAL TEAM ASSIGNED

1. Please provide the organogram structure of the organisation in relation to the team to be assigned for the services.	
2. Please provide the CVs of the proposed partners, managers, auditors-in-charge and any specialist auditors. Include the professional and academic qualifications, years of external audit experience and nationality.	
3. What would be the nature and extent of the involvement of the proposed partners and managers and any specialist auditors in the performance of the Company audits in the interim and final audit phases?	



FORM TP4

PROPOSED METHODOLOGY

1. What is the firm's approach to incorporating risk assessment into the planning and conduct of financial statement audits?	
2. What is the firm's approach to the balance of internal control review versus substantive testing for financial statement audits?	
3. What is the firm's approach to reviewing the computerized and manual controls over the financial reporting system, including review of the financial system?	
4. To what extent does the proposed audit methodology enable the office to provide advice to the SFIU on internal control processes particularly as they relate to fraud elimination (prevention/ detection), efficiency of operations, risk reduction and compliance with the SFIU's financial and related policies?	
5. What features, if any, of the proposed audit approach does the firm wish to highlight in terms of tailoring to the SFIU's needs as a Government Entity?	



FORM TP5

PROPOSED TIME LINES

ACTIVITY	TIMEFRAME	START AND COMPLETION DATE



FORM TP6

DECLARATION OF ELIGIBILITY

[The Audit firm must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of Audit firm, Address, and Date>>>]

To: The Tender Board
Swaziland Financial Intelligence Unit
P.O. Box 9547
Mbabane
Dear Sirs,

RE: AUDIT SERVICES SFIU RFP2018/01

We hereby declare that: -

1. I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
2. I/We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
3. I/We have fulfilled our obligations to pay taxes and social security contributions;
4. I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
5. I/We do not have a conflict of interest in relation to the procurement requirement.

Signed

Authorised Representative



FORM FP1: FINANCIAL PROPOSAL SUBMISSION FORM

[Note to Audit firm s: This Financial Proposal Submission Form should be on the letterhead of the Audit firm(s) and should be signed by a person with the proper authority to sign documents that are binding on the entity. It should be included by the Audit firm in its financial proposal.]

The Director
Swaziland Financial Intelligence Unit
P.O. Box 9547
Mbabane

Dear Sir

RE: AUDIT SERVICES SFIU RFP2018/01

I, the undersigned, declare that:

- a) We offer to provide the consulting services for external audit services in conformity with your Request for Proposals and our technical and financial proposals;
- b) The schedule of prices of our proposal is attached.
- c) Our proposal shall be valid for a period of [*>>specify the number of calendar days>>*] days from the date fixed for the proposal submission deadline in accordance with the Request for Proposals, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- d) We understand that you are not bound to accept any proposal that you receive;

Yours sincerely,

Signature _____

Name and Position



FORM FP2: SUMMARY OF FEES AND OTHER COSTS

Cost item	Cost (SZL)
Fees <i>(provide detailed rates and descriptions)</i>	
Reimbursable costs <i>(provide detailed rates and descriptions)</i>	
% fee increases in subsequent years, describe basis for increase	
Local taxes <i>(provide detailed rates and descriptions)</i>	
Total	

[The above table may be expanded to include more categories and types of relevant data and information as appropriate]

