

**TERMS OF REFERENCE FOR
PROVISION OF INTERNAL AUDIT SERVICES FOR AASANDHA COMPANY LTD**

Subject: TOR Internal Audit 2024

Ref: **ASND/GA/IUL/2024/24**

Date: 8th June 2024

Aasandha Company is seeking a registered PIE Auditor to undertake a review of past contracts and related processes.

No of cases to be reviewed	15
Duration of contract	6 months

1. Scope of the work

- 1.1. Develop a risk assessment of the pending contracts. This assessment shall address potential risks and challenges the company may face in an attempt to exit or continuation.
- 1.2. Categorize contracts based on materiality / risk profile / potential liability
- 1.3. Undertake a brief review of other contracts of same nature, identified as high risk.
- 1.4. Assess and evaluate control weaknesses in related procurement and company processes
- 1.5. Review comprehensively, the scope and nature of each pending contract
- 1.6. Perform a detailed review of the payment terms and conditions along with a review of economic rationale
- 1.7. Identify potential weaknesses in contract clauses compared to best practices.
- 1.8. Evaluate and verify compliance with contract by the parties
- 1.9. Review and evaluate contract prices for its fairness and reasonableness.
- 1.10. Identify and examine amendments and changes to contracts and subsequent developments for the cases
- 1.11. Identify opportunities for process improvement
- 1.12. Provide a financial evaluation using a scenario analysis of potential outcomes of the pending contracts (Most likely / Likely / Not likely)
- 1.13. Prepare a report for each case based on preliminary findings and discuss with management.
- 1.14. Produce a final report for each case with recommendations to rectify or resolve the issues resulting from the review.

2. **Evaluation Criteria:** Proposals will be evaluated based on:

1	Qualifications and experience of the firm and key personnel	30%
2	Price per case	50%
3	References and client testimonials	20%

2.1. Technical Expertise (30%)

2.1.1. Educational Background (15%): Relevant degree(s) in related fields.

Relevant Certificates of maximum 3 team members will be taken for evaluation

- Master's Degree/Equivalent: 5 points
- Bachelor's Degree/Equivalent: 3 points

2.1.2. Professional Licenses/Certifications (15%): Certifications such as Audit license, or equivalent.

Relevant Licenses/Certificates of maximum 3 team members will be taken for evaluation

- Audit license or equivalent: 5 points
- Other relevant certifications: 3 points
- Membership of an IFAC body: 5 points
- Fellow membership: 3 points

2.2. Relevant Project Experience (20%)

2.2.1. Similar Project Experience (20%): Experience in projects of similar size, scope, and complexity.

- More than 5 similar projects: 20 points
- 3-5 similar projects: 15 points
- 1-2 similar projects: 7 points

2.3. Financial Proposal (50%)

- Cost Competitiveness (50%): Competitive fee structure relative to the market and scope of work.
- Lowest bid: 50 points

3. QUERIES

3.1. Any queries or requests for clarification should be sent in writing to the below email on or before **14:00 hrs on 13th June 2024** to:

Email: tender@asandha.mv

Subject Header: Query on Audit Services

3.2. Unless notified by announcements or direct written communication, no changes will be allowed in the Bid Submission details or deadline.

4. DEADLINE FOR SUBMISSION OF BID PROPOSAL

4.1. Bid Submission Date: **26th June 2024**

4.2. Time: **10:00 Hrs**

Vendors **must** send their Company name, contact person name, email, and number to tender@asandha.mv before **13th June 2024, 15:00hrs to register for the Bid submission.**

5. **Aasandha company will send** a web meeting link to the provided email address for bid submission. The vendor can send the bid document during the web meeting via email to tender@asandha.mv. Upload to cloud storage (Google Drive, Dropbox, OneDrive) and provide us a link via email if the bid document size is above 20MB. The vendor's bid document will NOT be accepted if the vendor is not registered for the submission or did not attend the submission meeting.

6. BID SUBMISSION

Proposals should include:

- 6.1. Firm profile, including relevant experience and qualifications.
- 6.2. Proposed approach and methodology for conducting the audit.
- 6.3. Staffing plan and qualifications of key personnel.
- 6.4. Fee schedule
- 6.5. References from past clients.
- 6.6. Declaration on Ethical Conduct and Fraud and Corruption (Anex 1)

7. EVALUATION AND COMPARISON OF PROPOSALS

To assist in the examination, evaluation, and comparison of bids, Aasandha Company Limited may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered, or permitted.

Aasandha Company Limited will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

If the Bidder does not accept the correction of errors, its Proposal will be rejected.

If there is a discrepancy between words and figures, the amount in words will prevail.

The Procurement Committee will determine the substantial responsiveness of each Proposal to the Invitation to Tender. For purposes of these Clauses, a substantially responsive Proposal is one, which conforms to all the terms and conditions of the ITT without material deviations.

Aasandha Company Limited's determination of a proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. A Proposal determined as not substantially responsive will be rejected by the Aasandha Company Limited and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Aasandha Company Limited does not bind itself to accept any bid or the lowest bid.

Annex - 1

Declaration on Ethical Conduct and Fraud and Corruption

[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 Aasandha Company Ltd.
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 Aasandha Company Ltd 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 Aasandha Company, Client or Employer.
6. We agree that Aasandha Company Ltd reserves the right to disqualify, suspend or terminate any contract or other arrangement between us and Aasandha Company Ltd, with immediate effect and without liability, in the event it is discovered that we have submitted a fraudulent bid.
7. This declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between us and the Company.

Authorised Signature: _____

Name:

Title:

Company Stamp: