



ASEAN SECRETARIAT

Request for Proposal

**Provision of External Audit Services
For the ASEAN Secretariat for the
Financial Year
2021-2022**

**PROPOSAL MUST BE RECEIVED BY
Wednesday, 15 September 2021**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Finance and Budget Division
Date : 31 August 2021

1 EXECUTIVE SUMMARY

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organization founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and socio-cultural progress. It comprises the ten countries of Southeast Asia. ASEC provides the necessary functions required to effectively support the community building process under the ASEAN Charter and the Blueprints.

ASEC employs about 430 international and national staff. It is hosted by the Government of Indonesia under a host country agreement signed by the Indonesian Minister for External Affairs in 1979. The Annual Operational Budget (AOB) contributed by the 10 ASEAN Member States (AMS) is around US\$ 20+ million to cover the operational expenses of ASEC. ASEC is also supported by a larger number of partnership Trust and Project Funds to implement ASEAN programmes towards ASEAN Community 2015 and beyond.

The external auditor services will review the ASEC's financial statements comprising its AOB, Trust Funds, Project Funds, EBI and other funds, including other voluntary contributions and donations for the periods FY 2021 and FY 2022. Subsequent appointment for the conduct of audit for FY 2022 shall be subjected to past and current performance review and other considerations by the AAC.

The audit shall be conducted in accordance with international standards such as International Standards of Supreme Audit Institutions (ISSAIs) issued by the International Organization of Supreme Audit Institutions (INTOSAI) or International Standards on Auditing (ISAs);

2 BACKGROUND AND CURRENT STATUS

Chapter 10 of the 2018 ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP) sets out the definition, procedures on selecting the external auditor, audit process, audit query and audit report. According to the AFARP 2018, the ASEAN Audit Committee (AAC) will consider the report of the external auditor. Amongst the various areas of responsibilities of the AAC are as follows:

- Consider its reports, findings, and recommendations made by the external auditor; and
- Make observations and recommendations where necessary, on the efficiency of the financial procedures, the accounting system, internal financial controls and, in general, the administration and management of ASEC.

3 SCOPE OF WORK

The Terms of Reference (TOR) for the external audit service is attached as **Annex A**.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and submitted to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Wednesday, 15 September 2021** by following options:

4.2.1. HARDCOPY

Submit in two separate enveloped indicating Technical and Financial Proposals in each envelope to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) **First Envelope (Technical Proposal):**

a. **Technical Proposals (original and copy)**

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - **Company General Information** and **Customer Reference**; Appendix 2 – **Technical Requirement** and **Completed Compliance Checklist** as per Appendix 4;

b. **Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) **Second Envelope (Financial Proposal):**

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**.

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in **Indonesian Rupiah (IDR)**.

4.2.2. **SOFTCOPY**

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. **Technical Proposals;**

a. **First set**; which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - **Company General Information** and **Customer Reference**; Appendix 2 – **Technical Requirement** and **Completed Compliance Checklist** as per Appendix 4;

b. **Second Set**; which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**.

3. Do not mention the password in body email.

4. Inform the password only when the procurement staff contact you to request it.

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **Indonesian Rupiah (IDR)**

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

Received tender proposals shall be valid until 31 December 2021.

4.3.2. Implementation/Delivery Schedule

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3 Pre-Bid Meeting

No Prebid Meeting is required

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing

Appendix 1
 Company General Information
*To be submitted together in the **Technical Proposal***

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration and Number:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			

Appendix 1a.
Customer Reference
*To be submitted together in the **Technical Proposal***

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name & Email Address	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name & Email Address	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name & Email Address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	e.g Duration of Implementation	e.g 2 years	Vendor to describe the duration
2	e.g PROJECT APPROACH, MANAGEMENT AND CONSTRUCTION	e.g.in consultation with ASEC	Vendor to comply
3			
4			

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	e.g. Development Cost, Implementation Cost, Travel Cost		

APPENDIX 4

Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender.
The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (hardcopy)	
3	The envelope must be sealed and labeled accordingly. (hardcopy) i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelopes	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	One original signed copy	
10	One copy of technical proposal duplicate	
11	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	Authority of signatory	
5	One original signed copy (hardcopy submission)	
6	One copy of Financial Proposal Duplicate (hardcopy submission)	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration, General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration, General Affairs Division Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**