



**NATIONAL COMMISSION  
FOR SELF HELP LIMITED**

*"Empowering Communities Since 1987"*

**THE NATIONAL COMMISSION FOR SELF HELP LIMITED (NCSHL)**

**REQUEST FOR PROPOSAL FOR THE PROVISION OF EXTERNAL AUDIT  
SERVICES**

**CLOSING DATE: 4<sup>th</sup> MARCH 2024**

**RFP 2023/2024 – 002**

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## **PART A: LETTER OF INVITATION**

Our ref: RFP 2023/2024-002

30<sup>th</sup> January 2024

Dear Sir/Madam,

### **Re: RFP 2023/2024-002 – The Provision of External Audit Services**

Reference is made to the captioned matter.

The National Commission for Self Help Limited (NCSHL) hereby invites Proposals for the Provision of External Auditing Services for the financial years ended 30<sup>th</sup> September 2018 to 30<sup>th</sup> September 2021.

The Request for Proposal (“RFP”) is enclosed for careful review and consideration in preparation for submission of your Proposal.

#### **A. Acknowledgement of Invitation**

Proponents are asked to email their acknowledgment for this RFP invitation using the RFP Acknowledgement Form (See Form 1A) to [tender.submission@ncshl.co.tt](mailto:tender.submission@ncshl.co.tt) by 19<sup>th</sup> February 2024 no later than 10:00 a.m. (AST).

#### **B. Pre-submission Meeting**

A pre-submission meeting is scheduled for **Tuesday 20<sup>th</sup> February 2024 at 1:30 p.m. (AST)** via Microsoft Teams. Interested proponents must register by submitting an email including the name, contact and email of the representative to [tender.submission@ncshl.co.tt](mailto:tender.submission@ncshl.co.tt) by **19<sup>th</sup> February 2024 at 10:00 a.m. (AST)** for security clearance and the meeting link sent subsequently. A maximum of one (1) representative from the proponent’s organisation can be facilitated at the meeting.

#### **C. Submission of Proposal**

One (1) original, four (4) hard copies and one (1) PDF copy on a flash drive, of the Proposal (consisting of both Technical and Commercial) must be placed into **separate sealed envelopes** labelled in accordance with *Instructions to Proponents*, Clause 11 of the RFP documents, and delivered into the appropriately labelled Tender Box (slot dimensions is 14” x 2”) located in the Lobby at the address below, **no later than Monday 4<sup>th</sup> March 2024 at 1:30 p.m.:**

A two (2) envelope system will be used for the submission and evaluation of proposals. Accordingly, the Proponents shall submit their Technical Proposal in one envelope, and the Commercial Proposal in a separate envelope,

The Chief Executive Officer  
The National Commission for Self Help Limited  
Lassalle Court  
75 Abercromby Street  
Port of Spain  
Trinidad and Tobago

A Proponent requiring clarification of the contents of these RFP documents must notify the NCSHL in writing by email to the following email address [tender.submission@ncshl.co.tt](mailto:tender.submission@ncshl.co.tt).

The Proponent's requests for clarifications must be titled "QUERY – REQUEST FOR CLARIFICATION - RFP 2023/2024-002 THE PROVISION OF EXTERNAL AUDIT SERVICES". The request must be specific, must refer to the project title, specific section and clause and must be sequentially numbered. Inquiries must be received by no later than **19<sup>th</sup> February, 2024 at 10:00 a.m. (AST)**.

The NCSHL does not bind itself to accept the lowest cost or any proposal.

Yours respectfully,

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Chief Executive Officer  
The National Commission for Self Help Limited

## **PART B: INSTRUCTIONS TO PROPONENTS**

### **1. INTRODUCTION**

The National Commission for Self Help Limited (NCSHL) is seeking to engage a suitably qualified firm with which it can enter into a contract for the Provision of External Audit Services for the financial years ended 30<sup>th</sup> September 2019 to 30<sup>th</sup> September 2021 inclusive.

Proponents are hereby invited to submit a **Technical Proposal and a Commercial Proposal in separate sealed envelopes** (known as a two-envelope system), in accordance with the procedures for the RFP. The Proposal will form the basis for contract negotiations and ultimately for a signed contract.

Proponents are responsible for examining with care all the documents and information provided in this Request for Proposal (RFP), and will also be responsible for informing themselves of all relevant conditions, which may in any way affect their Proposal.

All costs incurred by the Proposer associated with the preparation of Responses and/or participation in this RFP are entirely the responsibility of the proposer and shall not be chargeable in any manner to NCSHL.

The Proposal, along with all correspondence and documents relating to the Proposal, shall be submitted in English Language.

### **2. PROPOSAL REJECTION**

Notwithstanding anything to the contrary which may be contained or implied in this RFP, the NCSHL does not bind itself to accept the lowest Proposal and further reserves the right to reject any and all parts of any and all Proposals. NCSHL reserves the right to reject any Proposal which is judged to be in violation of the spirit and intent of this RFP.

### **3. CANCELLATION OF THE RFP PROCESS**

NCSHL reserves the right to cancel the RFP process in its entirety or even partially for any reason without defraying any costs incurred by any company/firm/joint venture/partnership/consortium. Notice of such cancellation will be communicated to all participating firms.

#### **4. CONFLICT OF INTEREST**

Proponent shall not have a conflict of interest. Proponent shall hold NCSHL's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Proponent shall not qualify for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of NCSHL.

Any Proponent who is found to have a conflict of interest with one or more parties in this RFP process shall be disqualified. A Proponent may be considered to have a conflict of interest with one or more parties in this RFP process if:

- a. It has, directly or indirectly, controlling shareholders or partners in common; or
- b. Its legal representatives are the same as or have a common party in their executive boards or management, or when the decision-making quorum of their shareholders at assemblies or meetings belongs directly or indirectly to the same natural persons or entities; or
- c. It has a relationship, directly or through common third parties, that puts it in a position where they have access to information or can influence other Proposals or the decision of NCSHL regarding this RFP process; or
- d. It submits more than one (1) application for this RFP process, either in its own name or as part of a Joint Venture in another Proposal.
- e. It has participated directly or indirectly, in any capacity, in the preparation of the design, feasibility studies, terms of reference, or technical specifications of the works or related services that are the subject of this RFP process,
- f. It is a member of staff of the procuring entity who has direct influence of the decision of the procuring entity.

In particular, any effort by Proponents to influence NCSHL in the process of examination, clarification, evaluation and comparison of Proposals will result in the rejection of the respective Proponent's bid.

In addition, proposals may be rejected if:

- i. The Proponent fails to provide the relevant documents requested in this RFP which supports its ability to successfully complete the services specified herein.
- ii. The Proponent has pending litigation which may adversely affect its ability to provide the services contained in this RFP.

## **5. GENERAL CONSIDERATIONS**

All Proposals must be made in accordance with the instructions/specifications given herein. The Technical Proposal Forms and Commercial Proposal Forms are to be completed, duly signed by the Proponent's Authorised Representative and submitted in the appropriately labelled Proposal envelopes. Failure to submit all requested documentation may result in the Proposals not being considered for evaluation, or in Proponents failing to achieve maximum scores during the evaluation of Proposals.

## **6. CLARIFICATION AND CHANGE TO PROPOSAL DOCUMENTS**

A Proponent may request a clarification of any part of the RFP documents, in writing, during the tender period up to ten (10) days prior to the deadline for submission of proposals.

Any clarification or change to these Proposal Documents, prior to the closing date specified herein will be made only by written addenda issued by NCSHL to each potential Proponent collecting these Proposal documents as at the date the clarification or change was made. The addenda will be issued up to seven (7) days before the deadline for submission of Proposals.

NCSHL will not be held responsible for any interpretations made by Proponents as a result of information received by any means other than by written addenda.

Each addendum, when issued, is to become a part of these Proposal Documents and each Proponent is required to acknowledge receipt of all addenda to NCSHL by email to [tender.submission@ncshl.co.tt](mailto:tender.submission@ncshl.co.tt).

## **7. PROPONENTS' REPRESENTATIVE**

Proponents must advise the NCSHL representative of the name, business address, telephone number and email address of an individual who is designated as the Proponent's representative for the purpose of this RFP.

## **8. WAIVER AND ALLOCATION OF RISK**

The Proponent acknowledges and agrees that it is solely responsible for obtaining its own commercial, legal, accounting, engineering, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. The Proponent who submits a Proposal to NCSHL is deemed to have released NCSHL from, and waived any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way

connected or arising out of the contents of this RFP or any such information as is described in this paragraph.

***A Proponent who submits a Proposal is deemed to have agreed that it is solely responsible for and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its Proposal.***

## **9. CONFIDENTIALITY**

All information supplied by NCSHL in connection with this Request for Proposal shall be treated as confidential by the Proponent save for such information that may be disclosed so far as necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submissions of the Proposals.

All information supplied by Proponents in response to this Request for Proposal shall be treated as confidential by NCSHL, unless disclosure is required by law.

## **10. VALIDITY PERIOD**

Proposals shall be valid for a period not less than One Hundred and Twenty (120) days from the closing date for the submission of Proposals. The NCSHL, in exceptional circumstances, reserves the right to request all Proponents to extend the validity period of their Proposals.

Any Proponent who agrees to extend the validity period in compliance with the NCSHL request shall confirm the availability of its Key Personnel for the performance of the contract.

If any of the Key Personnel become unavailable due to the extended validity period, the Proponent shall provide a written adequate justification and evidence satisfactory to the NCSHL together with the substitution request. In such case, the replacement Key Personnel shall have equal or better qualifications and experience than those of the originally proposed Key Personnel. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Personnel.

If the Proponent fails to provide a replacement Key Personnel with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the NCSHL, such Proposal will be rejected.



## 11. PREPARATION AND SUBMISSION OF PROPOSALS

The Proponent shall bear all costs associated with the preparation and submission of its Proposal and NCSHL will in no way be responsible or liable for such costs, regardless of the conduct or the outcome of the evaluation process.

The Proposal submitted by Proponents and all correspondence and documents exchanged shall be written in the English Language.

The Proposal shall be signed by the Proponent or by his duly authorised representative. There shall be no erasures or correction fluid applied to the Proposal. All changes shall be “crossed off”, corrected and initialled by the Proponent’s duly authorised representatives.

Proposals should be as thorough and detailed as possible so that NCSHL may properly evaluate the proposer’s capabilities to provide the required services. **The Technical and Commercial Proposals shall be submitted in separate, sealed envelopes.**

Proposals must include the undermentioned and are to be bound, each section tabbed, all pages numbered and be structured **in the order stated hereunder:**

- a. Cover Page
- b. Table of Contents
- c. Proponent Information  
Proponent information is inclusive of proponent name and address of company/business. Name and position of proponent authorised representative, office telephone number/mobile number and email address.
- d. Checklist of Documents contained in the Proposal (Form 4A)
- e. Company/Business Profile
- f. Registration Documentation (Mandatory)
- g. Certificate of Incorporation/Business Certificate (Mandatory)
  - i. Articles of Incorporation
  - ii. Notice of Directors
  - iii. Notice of Registered Address
- h. Statutory Documentation (Mandatory)
  - i. Valid National Insurance Board Compliance Certificate or Letter of Exemption from the National Insurance Board

- ii. Valid Income Tax Clearance Certificate or Letter of Exemption from the Board of Inland Revenue
  - iii. Valid Value Added Tax (VAT) Clearance Certificate or Letter of Exemption from the Board of Inland Revenue
- i. Signed Declaration of Litigation (See Form **2A**)
- j. Valid Public Liability/ and or Professional Insurance (Mandatory)
- k. Valid Institute of Chartered Accountants of Trinidad and Tobago (ICATT) Practising Certificate (Mandatory)
- l. Bank Reference Letter (issued within the last three (3) months)
- m. Audited Financial Statements for the last three (3) years.
- n. Key Personnel  
Résumés including (but not limited to) work experience, qualifications and relevant professional memberships, licences and certification of the team.
- o. Methodology and Work Plan  
Description of the Approach, Methodology and Work Plan for Performing the Assignment.
- p. Experience  
Proponents must provide three (3) previous signed contract/purchase orders/letters of award in works of a similar nature and provide reference letters from clients for whom works of a similar nature was done within the last ten (10) years.
- q. Financial Capability  
Proponents must have the ability to meet cash flow requirements of the sum proposed in this RFP per month. Evidence of access to or availability of credit facility by the Proponents' Financial Institution. This letter should reasonably provide a range of the finances available to the Proponents. Eg (upper six (6) digit, lower five (5) digit).
- r. Commercial Proposal  
The Proponent's Commercial Proposal shall provide a detailed breakdown for the services to be provided, which will form the basis of a fixed contract price between the parties. Cost for any additional projects and/or services must be mutually agreed upon by the Proponent and NCSHL prior to the commencement of any such project and/or services.

The forms listed below must be completed and submitted with the Proponent's Commercial Proposal:

1. Form 1B: Commercial Proposal Submission Form
2. Form 2B: Price Schedule
3. Form 3B: Breakdown of price per activity

(The information provided in these forms will provide a detailed estimate of the provision of the services, and the Proponent's proposed payment terms.)

- s. Any additional information the Proponent deems necessary.  
The above-mentioned information must be provided in the Technical and Commercial Proposal. Failure to provide all required information may lead to rejection of the proposal. Please indicate if an item is not applicable to your company/business. Rejected proposals will not be evaluated.

## **12. SUBMISSIONS AND DUE DATE**

Proponents **must** submit one (1) original and four (4) copies of their proposal, along with one (1) electronic copy on a USB flash drive (in pdf format). Envelopes must be properly sealed with the proponent's returning address and contact number at the back of the envelope. The envelopes containing the Technical Proposal and the Commercial Proposal must be sealed, separate envelope labelled in accordance with the Instructions to Proponents, and delivered into the appropriately labelled Tender Box located at the address below, **no later than Monday 4<sup>th</sup> March 2024 at 1:30 p.m AST**:

Chief Executive Officer  
The National Commission for Self Help Limited  
Lassalle Court  
75 Abercromby Street  
Port of Spain  
Trinidad and Tobago

The original and copies of the Proposal shall be signed by the Proposer or person(s) duly authorised to commit the Proposer.

All envelopes must be labelled Subject:

### **THE PROVISION OF EXTERNAL AUDITING SERVICES**

in response to RFP 2023/2024-002. "PROPOSAL-ORIGINAL", "PROPOSAL- COPIES", as appropriate.

The back of EACH envelope must be labelled with:

[NAME OF PROPOSER]

[ADDRESS]

[CONTACT PHONE NUMBERS]

The Dimensions of the Tender Box's slot opening is 14" x 2". Proponents are asked to take account of these dimensions in the packaging of their Proposals and submissions can be packaged separately so that they fit in the Tender box. Proposals that cannot be deposited into the designated Tender box will not be accepted.

NCSHL may at its sole discretion, extend the deadline stated above by issuing an amendment, in which case all Proponents would be notified in writing and shall therefore be subject to the new deadline as extended.

**Proposals received after the deadline date shall be rejected and immediately returned unopened to the proponent.**

Submissions may be withdrawn by bidders in keeping with the procedures in the solicitation document and shall be returned unopened to the Bidders. In this regard, envelopes marked 'Withdrawal' or 'Withdrawn' shall be read out and recorded, and proposals submitted by those firms shall remain unopened and set aside. The original and all copies of the bid will be returned unopened to the bidder.

Each envelope marked 'Modification' shall be opened immediately following the corresponding Proposal from the bidder making the modified submission.

### **13. TENDER OPENING**

After the deadline for submission of Proposals, only Proposals marked 'Technical Proposal' shall be opened. All Proposals marked 'Commercial Proposal' shall remain unopened and shall be date-stamped and set aside and subsequently lodged with the Corporate Secretary for safekeeping. These Commercial Proposals shall be securely stored and shall only be opened, in accordance with the guidelines set out in the solicitation documents.

Please note due to the space arrangements at the NCSHL's Head Office Proponents are not invited to the Tender Opening.

## **14. MODIFICATION AND WITHDRAWAL OF BIDS**

Proponents may modify or withdraw their Proposals after submission provided that the modification or notice of withdrawal is received in writing by the NCSHL prior to the prescribed deadline for the submission of Proposals.

If the Proponent fails to provide a replacement Key Personnel with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the NCSHL such Proposal will be rejected.

## **15. CHANGE TO PROPOSAL DOCUMENTS**

Any clarification or change to these Proposal Documents, prior to the closing date specified herein will be made only by written addenda issued by NCSHL to each potential Proponent collecting these Proposal documents as at the date the clarification or change was made.

NCSHL will not be held responsible for any interpretations made by Proponents as a result of information received by any means other than by written addenda.

Each addendum, when issued, is to become a part of these Proposal Documents and each Proponent is required to acknowledge receipt of all addenda to NCSHL by email to [tender.submission@ncshl.co.tt](mailto:tender.submission@ncshl.co.tt).

## **16. EVALUATION OF PROPOSALS**

Proposals received shall be subjected to a combination of pass/fail or yes/no and weighted evaluation criteria.

The evaluation of Proposals will be conducted in the following stages:

### **A. PRELIMINARY EXAMINATION**

Proposals that are received will be reviewed to ensure that all documents and information requested in the RFP documents are included in the submission. At this point, incomplete submissions may be deemed non-responsive to the requirements outlined in the RFP and will not be considered further.

### **B. EVALUATION OF TECHNICAL SPECIFICATIONS**

Each submission deemed substantially responsive during the preliminary examination stage shall be subjected to a technical evaluation to ensure that the proposed Provision of External

Audit Services meets the requirements outlined in the RFP documents. The technical evaluation shall be conducted on a pass/fail basis.

### C. QUALIFICATIONS EVALUATION CRITERIA

Proposals that are deemed successful following the evaluation of the technical specifications stage will be evaluated against the following pre-determined evaluation criteria and scoring system.

	<b>Qualification Criteria</b>	<b>Max Score</b>	<b>Min Score</b>
1.	<b>Presentation</b> Proposals must be properly laid out, each section tabbed, pages numbered consecutively, and a table of contents clearly labelled. All documents must be bound neatly.	5 pts	50%
2.	<b>Key Personnel</b> Qualifications and experience of the key personnel to be assigned to the contract <ul style="list-style-type: none"> <li>a. Member of Institute of Chartered Accountants of Trinidad &amp; Tobago <b>(4 pts)</b></li> <li>b. Relevant audit qualifications and experience <b>(5 pts)</b></li> <li>c. Demonstrated experience in completed audits <b>(6 pts)</b></li> </ul>	15 pts	50%
3.	<b>Financial Capacity</b>	5 pts	50%
4.	<b>Experience</b> Proven experience of the Proponent as evidenced by its number of years' experience and projects completed of a similar nature and complexity <ul style="list-style-type: none"> <li>a. Firm's experience in provision of auditing <b>(5 pts)</b></li> <li>b. Firm's experience in providing audit solutions <b>(5 pts)</b></li> <li>c. Completion of a minimum of 3 audits in last 10 years <b>(15 pts)</b></li> </ul>	25 pts	50%
5.	<b>References (from three Clients)</b>	15 pts	50%
6.	<b>Methodology</b> <ul style="list-style-type: none"> <li>a. Methodological approach to the assignment <b>(10 pts)</b></li> <li>b. Effectiveness of work plan (risk assessment, planning, implementation) <b>(20 pts)</b></li> <li>c. Proposed project milestones and timelines <b>(10 pts)</b></li> </ul>	40 pts	50%
	<b>Total Score</b>	<b>100 pts</b>	

Table 1: Evaluation Criteria and Scoring System

## **D. EVALUATION OF COMMERCIAL PROPOSALS**

The Proposals of Proponents that pass the qualifications evaluation stage (having earned at least the minimum attainable score of at least **70 pts** overall during the qualifications evaluation), will be deemed technically qualified to move to the next stage of the Evaluation Process.

The Commercial Proposal of all proponents that passed the qualification evaluation stage will be opened and reviewed to ensure that all activities required in the scope of services were priced, and that there are no arithmetical errors in the Proponents' Commercial Proposals. In the event of discrepancies between words and figures, the written words will prevail. In the event of discrepancies between unit prices and total amounts, unit prices will prevail.

(Technical Proposal 80% and Commercial Proposal 20%)

$$\text{Weighted Technical Score} = \frac{\text{Technical Score Attained} \times 80\%}{\text{Total Technical Score}}$$

$$\text{Weighted Financial Score} = \frac{\text{Lowest Evaluated Financial Proposal} \times 20\%}{\text{Price of the Proposal under Consideration}}$$

$$\text{The Combined Weighted (Technical + Financial Scores)} = \text{Proponent's Total Score}$$

## **17. NEGOTIATION OF CONTRACT**

NCSHL reserves the right to enter into discussion, and as appropriate, negotiate with the top-ranked proponent to clarify, among other things, the scope of services and the deliverables of the assignment. The objective of the negotiations will be for NCSHL to achieve best value for money. Should negotiations with the top-ranked Proponent fail, the discussions would be formally terminated. The Commercial Proposal of the next ranked Proponent will be opened and evaluated. Negotiations will be conducted with the next ranked Proponent, and so on until the contract can be successfully negotiated.

## **18. AWARD OF CONTRACT**

Following successful negotiations (if applicable) with the top-ranked, or subsequent Proponent, and the fulfilment of NCSHL requirements for the creation of binding legal relations, including its internal approval process.

Unsuccessful Proponents will be so notified as soon as possible after the award of the contract.

## **19. TERMS OF PAYMENT**

The successful Service Provider shall be paid upon the submission of invoices in accordance with their Proposal.

## **20. RIGHTS OF THE NATIONAL COMMISSION FOR SELF HELP LIMITED**

- a. NCSHL reserves the right to reject a Proposal, which does not provide satisfactory evidence that the proponent has the technical, physical and financial resources to complete the work within a specified contract period.
- b. NCSHL reserves the right to accept or reject any Proposal and to annul the bidding process and reject all bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected. Further, NCSHL does not have any obligation to inform the affected proponent or proponents of the grounds for the action.
- c. NCSHL may declare the bidding void when none of the Proposals meet the intent of the specifications or when it is evident that there has been a lack of competition and or that there has been collusion. In addition, all bids may be rejected if they are substantially higher than the official budget approved by the Commission.
- d. NCSHL does not bind itself to accept the lowest cost or any proposal.



## **PART C: TERMS OF REFERENCE**

### **RFP 2023/2024-002 – The Provision of External Audit Services**

#### **1. OVERVIEW**

The National Commission for Self Help Limited (NCSHL) invites proposals for the provision of external audit services for the financial years ended 30<sup>th</sup> September 2019 to 30<sup>th</sup> September 2021 (inclusive).

The NCSHL is seeking to appoint a firm of Chartered Accountants as its company auditor. The appointment shall be regulated in accordance with the Companies Act 1995 as amended by 2006, and the guidelines stipulated in the State Enterprises Performance Monitoring Manual.

The NCSHL will conduct its procurement process in accordance with procurement best practices to ensure integrity, accountability, good governance, transparency, and value for money.

The NCSHL wishes to note that this proposal is in no way reflective of the quality of service provided by its incumbent company auditors. The NCSHL's compliance with good corporate governance requires that it seeks proposals for these services as necessary.

#### **2. BACKGROUND**

The NCSHL was established by the Cabinet of the Government of the Republic of Trinidad and Tobago (GORTT) on April 7, 1987. Since April 14, 1997, it has been registered as a state-owned company by a Memorandum of Association (MOA) to mobilize physical, financial and human resources in pursuit of its role of facilitating self-help activities in communities.

The company's mandate is to promote the spirit of self-help and self-reliance amongst the people of Trinidad and Tobago. The self-help concept is meant to encourage persons to use the resources available to them and take charge of their communities. It was in this capacity, NCSHL came into being, acting as an agency of the GORTT and a catalyst for infrastructural

development within communities across Trinidad and Tobago. Funded by the GORTT, NCSHL has evolved into the Leading Agency in Stimulating Individuals and Communities to become self-reliant and self-resilient.

The NCSHL has evolved into an agency primarily concerned with poverty alleviation and the development and mobilization of communities to create a better life for all. It places emphasis on providing financial assistance to individuals in need, particularly the elderly and those experiencing challenges and to providing infrastructural development within communities. The assistance provided by the NCSHL is given on a matching basis; the NCSHL provides the materials and the community supplies the labour. This collaboration between the NCSHL and communities are hereafter referred to as self-help projects or activities.

NCSHL provides its services through the administering of grants:

- Disbursement of Minor Repairs and Reconstruction Grants (MRRG) up to \$ 15,000.00 to low-income homeowners.
- Disbursement of Emergency Repairs and Reconstruction Assistance Grants (ERRAG) up to \$ 25,000.00 to those affected by natural and other disasters.
- Development Projects (DP) which includes roads, drains, bridges and other community infrastructure projects.

As a limited liability company, the NCSHL is governed by a Government-appointed Board of Directors. The Board of Directors of the NCSHL currently reports to the Ministry of Sport & Community Development. The day-to-day management of the NCSHL falls under the responsibility of the Chief Executive Officer (CEO), who is supported by its management team.

The Government provides block funding to the NCSHL in order to deliver its mandate. The funding received over the last six years is as follows:

Fiscal Year	Funding Amount	
	Administrative	Projects
2017/2018	\$ 10,805,244	\$ 5,754,217
2018/2019	\$ 10,300,000	\$ 8,902,412
2019/2020	\$ 13,000,000	\$ 14,999,995
2020/2021	\$ 10,616,300	\$ 9,045,599
2021/2022	\$ 10,299,999	\$ 15,000,000
2022/2023	\$ 11,736,529	\$ 9,956,985

*Table 2: NCSHL funding received over last six years*

### **3. OBJECTIVES**

The objective of the audit of the NCSHL's financial statements is to enable the auditors to express an independent professional opinion on the financial position of the NCSHL and to ensure that the funds utilized in the NCSHL's activities have been used for their intended purposes.

The books of accounts of the NCSHL provide the basis for the preparation of the NCSHL's financial statements. The NCSHL maintains adequate internal controls and supporting documentation for transactions.

The NCSHL wishes to enter into a contract with a suitably qualified and resourced service provider capable of providing the required auditing services.

### **4. RESPONSIBILITY FOR THE PREPARATION OF THE FINANCIAL STATEMENTS**

The responsibility for the preparation of NCSHL's financial statements lies with the NCSHL. The NCSHL is also responsible for:

- a. Preparing the Financial Statements in accordance with International Financial Reporting Standards (IFRS); and
- b. Establishing accounting procedures that provide for the maintenance of documentation sufficient to support the financial statements.

The auditors are responsible for the formulation of an opinion on the NCSHL's Financial Statements based on their audit.

## **5. SCOPE OF WORKS**

The audit will examine the financial records, statements and reports for the audit of the following periods/ financial years:

Year 1: October 1<sup>st</sup> 2018 to September 30<sup>th</sup> 2019 (FY 2019)

Year 2: October 1<sup>st</sup> 2019 to September 30<sup>th</sup> 2020 (FY 2020)

Year 3: October 1<sup>st</sup> 2020 to September 30<sup>th</sup> 2021 (FY 2021)

Specifically, the following requirements shall apply:

- a. The audit will be carried out in accordance with the International Standards on Auditing (ISAs), published by the International Auditing Assurance and Standards Board (IAASB), or such other standards as the Central Bank of Trinidad and Tobago may direct.
- b. Verify all funds have been used in accordance with the established rules and regulations of the Ministry of Finance, and only for the purposes for which the funds were provided.
- c. Goods, works and services financed have been procured in accordance with the NCSHL established rules and procedures.
- d. Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements.
- e. The financial statements have been prepared by NCSHL's management in accordance with applicable accounting standards and give a true and fair view of the financial position of the NCSHL and of its receipts and expenditures for the period ended on that date.
- f. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control systems to monitor expenditures and other financial transactions.
- g. Express an opinion as to reasonableness of the financial statements in all material respects.
- h. Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.

- i. Sufficient audit evidence shall be obtained to substantiate in all material respects the accuracy of the information contained on the financial statements.
- j. A report on the internal controls which shall describe the scope of testing of internal controls, and the results of such testing.
- k. An Independent Auditor's Report, which states (but is not limited to) an Opinion as to whether the financial statements are presented fairly in all material respects and are in conformity with the International Financial Reporting Standards (IFRS).
- l. A formulated and abridged version of the Independent Auditor's Report for publication by the NCSHL. Conduct entry and exit meeting with the Chief Executive Officer of the NCSHL.

## **6. DELIVERABLES**

- a. The Auditors (on completion of the audit work) will submit five (5) bound original copies of the Independent Audit Report appended to the Financial Statements, signed by the Managing Partner of the firm, along with the reports to the attention of the Chief Executive Officer.
- b. Management letter, signed by the Managing Partner of the firm, in accordance with the scope of work described here before.
- c. An abridged version of the Independent Auditor's Report for publication.
- d. The audit shall be completed on or a within one year from the date of commencement of the audit in accordance with the following years:
  - i. Year 1: October 1<sup>st</sup> 2018 to September 30<sup>th</sup> 2019 (FY 2019) - six (6) months
  - ii. Year 2: October 1<sup>st</sup> 2019 to September 30<sup>th</sup> 2020 (FY 2020) - three (3) months
  - iii. Year 3: October 1<sup>st</sup> 2020 to September 30<sup>th</sup> 2021 (FY 2021) - three (3) months

## **7. QUALIFICATION OF THE AUDIT FIRM**

The audit firms are based in Trinidad and Tobago and possess the following qualifications affiliation/membership with internationally reputed audit firms will be eligible to apply:

- a. Membership with the Association of Chartered Certified Accountants (ACCA) or another accepted qualification body in the Republic of Trinidad & Tobago
- b. Valid auditing practicing certificate issued by the Institute of Chartered Accountants of Trinidad & Tobago (ICATT)
- c. Public liability and/or Professional Indemnity Insurance.

## **8. AUDIT FEES**

The audit fees will be fixed through a competitive bidding process.

## **9. OTHER CONSIDERATIONS**

Attendance at virtual or in-person meetings (as required) with the following:

- a. Audit Committee
- b. Board of Directors
- c. the Annual General Meeting for the Presentation of the Independent Auditor's Report and Audited Financial Statements

Liaising with the following departments:

- a. Finance
- b. Internal Audit

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## **APPENDIX I**

## FORM 1A: TENDER ACKNOWLEDGEMENT FORM

The National Commission for Self Help Limited  
Lasselle Court  
# 75 Abercromby Street  
Port of Spain

**ATTENTION: Chief Executive Officer**

Dear Sir,

**Re: RFP 2023/2024-002 – The Provision of External Audit Services**

We acknowledge receipt of the above-referenced Request for Proposal (RFP) and “will/will not” be submitting a Bid by the due date.

We confirm that the Bid that we will submit shall be valid for a period of **One Hundred and Twenty (120) days** from the closing date for the submission of the RFP.

Yours Faithfully

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

All communications regarding this Request for Proposal should be sent to the undersigned who is responsible for our Tender.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Direct Tel No \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Company \_\_\_\_\_

Co. Tel. No \_\_\_\_\_

\_\_\_\_\_

Mobile Tel \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



## FORM 2A: PROPONENT'S DECLARATION FORM

### A. LITIGATION

1. Have you ever been convicted of any criminal offence in any jurisdiction?  
Yes ☐ No ☐
2. Has any of the director(s) ever had a professional license suspended or revoked?  
Yes ☐ No ☐
3. Has your organisation ever been the subject of any petition for bankruptcy?  
Yes ☐ No ☐
4. Has your organisation ever had any civil judgment against you?  
Yes ☐ No ☐
5. Does your organisation have any pending civil litigation matters?  
Yes ☐ No ☐
6. Does your organisation have any pending criminal matters before the court?  
Yes ☐ No ☐
7. Has your organisation, or any organisation which you have had control over, ever been the subject of any inquiry or investigation?  
Yes ☐ No ☐

If you checked **Yes** to any of the above questions, kindly provide the key facts and decisions, including dates, relating to these matters on a separate page to be annexed to this document.

### B. STATUTORY COMPLIANCE

1. Is your organisation in compliance with the **OSH Act 2004** (as amended) in the form of OSH requirement applicable to your organisation? Kindly provide details of the compliance with the most recent supporting documents.  
Yes ☐ No ☐ Not applicable ☐

If no or not applicable is selected, please provide details:

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2. Is your organisation in compliance with the **Minimum Wages Act, Chap 88:04** (as amended)?  
Yes ☐ No ☐ Not applicable ☐

If no or not applicable is selected, please provide details:

.....  
I/We.....make this declaration conscientiously believing the same to be true, and I/we am/are aware that if there is any statement in this declaration which is false in fact, which I/we know or believe to be false or do not believe to be true, I/we may be disqualified from the Tendering process or if awarded the Tender, the contract will be immediately terminated.

.....  
Declarant Name

.....  
Declarant Signature

Date .....

Position: .....

Company Stamp:



**FORM 3A: TECHNICAL PROPOSAL SUBMISSION FORM**

The National Commission for Self Help Limited  
Lassalle Court  
#75 Abercromby Street  
Port of Spain

Sir:

We, the undersigned, offer to provide services for the Provision of External Audit Services in accordance with your Request for Proposal and subsequent Addenda. We are hereby submitting our Proposal which includes this Technical Proposal, and a Commercial Proposal sealed under a single envelope.

If negotiations are held during the period of validity of the Proposal of One Hundred and Twenty (120) days, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:.....

Name and Title of Signatory:.....

Address:..... Date:.....

## FORM 4A: BID COMPLIANCE AND CONFORMANCE

Proponents MUST complete this checklist for submission of their proposal document.

#	Document	Yes	No
1.	Cover Page		
2.	Table of Contents		
3.	Business/Company Profile		
4.	Certification of Incorporation/Business Registration		
5.	Articles of Incorporation		
6.	Notice of Directors		
7.	Notice of Registered Address		
8.	Valid Income Tax Clearance or Letter of Exemption		
9.	Valid Value Added Tax Clearance or Letter of Exemption		
10.	Valid National Insurance Board Compliance or Letter of Exemption		
11.	Valid Institute of Chartered Accountants of Trinidad and Tobago (ICATT) Practising Certificate		
12.	Valid Public Insurance or Professional Insurance		
13.	Key Personnel/ Qualification Certificates		
14.	Audited Financial Statements		
15.	Bank Reference Letter		
16.	Signed Declaration of Litigation		
17.	Past Experience		
18.	References		
19.	Methodology and Workplan		
20.	Technical Proposal Submission Form		
21.	Commercial Proposal Submission Form		

22.	Summary of Cost		
23.	Price Schedule		

*\*I/We certify that the above checked items have been included in our Tender Package. I/We understand that any non-disclosure or failure to provide all the required information or documents may lead to the NCSHL's non-acceptance of our offer.*

\_\_\_\_\_  
**Name (In Block Letters)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Duly Authorized Signature**

\_\_\_\_\_  
**Company Address & Stamp**

## **B. Sample Forms – Commercial Proposal**

Form 1B: Commercial Proposal Submission Form.

Form 2B: Summary of Costs.

Form 3B: Breakdown of price per activity.

**Note:** The Proponents must fill in the appropriate information in the enclosed forms and submit these forms with the Proposal. *Failure to submit these forms, completed as instructed in the RFP, may result in the Proponent's submission not being further considered.*

**FORM 1B: COMMERCIAL PROPOSAL SUBMISSION FORM**

The National Commission of Self Help Limited  
Lasselle Court  
# 75 Abercromby Street  
Port of Spain

**Provision of External Audit Services**

Sir/Madam

We, the undersigned, offer to provide the Provision of External Audit Services in accordance with your Request for Proposal and our Proposal (Technical and Commercial Proposals submitted in separate sealed envelopes). Our attached Commercial Proposal is proposed in the sum of

.....

..... ( TT \$.....)

[*Amount in words and figures*]. This amount is inclusive of 12.5% Value Added Tax, which we have calculated as .....

..... (TT\$.....)

[*Amount(s) in words and figures*]. A total sum of :

.....

..... (TT\$.....)

Completion period of .....Days/Weeks/ Months

Our Commercial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the (one hundred and twenty (120) day) validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature: .....

Name and Title of Signatory: .....

Name of Firm: .....

.....

Company Stamp



**FORM 2B: SUMMARY OF COSTS**

Costs	Amount(s)
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Subtotal	
Value Added Tax (VAT)	
Total Amount of Commercial Proposal	<hr/>

**Proposed payment terms**  
**Proponents are required to provide their proposed payment terms for the provision of the services**



**FORM 3B: BREAKDOWN OF PRICE PER ACTIVITY**

<b>Activity No.</b>	<b>Description</b>	<b>Person Hours</b>	<b>Amount (TT\$)</b>
	Grand Total		