



Request for Quotation (RFQ) for Auditing Services for the Ahmed Kathrada Foundation and Partners for the EU Co-Funded “Action for Accountability” project. Expenditure Verification for a single financial (12 month) period only. Audit period is 01 February 2023 to 30 January 2024.

Reference Number: (AKF)/EU/2023/002

Closing date for submissions: 04 December 2023

The Ahmed Kathrada Foundation (and Partners) is pleased to invite interested local audit companies to submit a quotation for Auditing Services for one of the (AKF) (and partners) externally co-funded projects.

A. BACKGROUND INFORMATION

The Ahmed Kathrada Foundation ((AKF)) is a public interest Civil Society organisation that was established in the name of the late struggle icon, Mr Ahmed Kathrada in 2008. The (AKF) has 4 primary areas of focus and works to deepen non-racialism, promote youth development, uphold and defend constitutionalism and democratic principles and preserve struggle history through publications and other means.

In 2021 the (AKF) in partnership with the Accountability Lab South Africa (ALSA) and the Public Service Accountability Monitor (PSAM) successfully applied to the European Union for co-funding for a 3-year project entitled “Action for Accountability” which has been dubbed as the ‘A4A’ project. The project commenced on 01 February 2022. An Audit was conducted and completed for the 1st financial period of the project ending 30 January 2023. 30 January 2024 will mark the end of the second cycle of the project.

B. REQUIREMENTS/DESCRIPTION OF THE SERVICES

The selected supplier shall offer auditing services for the A4A project, co-funded by the European Union. According to the EU Funding Agreement, an expenditure verification of a grant contract external action of the European Union is required and has to be submitted to the European Union within 60 days of the end of the second year. Details of the scope of work are contained in the Terms of Reference (template) provided.

The Project Team will prepare for the audit as from January 2024 and will require that audit be completed within 30 days from the handover of all financial records. Kindly note this timeframe is fixed.

C. SUBMISSION OF QUOTATIONS

Interested service providers are invited to submit their quotations for the above requirements until **04 December 2023** via email to loraine@kathradafoundation.org and copied to yunus@kathradafoundation.org

Quotations shall:

- state prices for the requested services in South African Rand currency, inclusive of VAT, as applicable; however, the rate of VAT should be indicated.
- contain an all-inclusive fee per audit (e.g. no extra charges such as for travel), for the services described in Terms of Reference (ToR);
- be submitted in the English language, duly signed, and contain the point of contact for discussion or clarification of the quotation's content;
- be submitted for the yearly reports and for the auditing of the final report covering the whole funding period (01 February 2023 to 30 January 2024);
- include three professional testimonials/customer references.

D. EVALUATION OF BIDS/SELECTION

The Service Provider shall be a third party independent from the (AKF) and its partners (PSAM and ALSA) , competent to conduct the requested service.

The (AKF) and Partners applies well-established international procurement standards in accordance with its Procurement Rules (Fairness, Integrity, and Transparency, Effective Competition, Supplier Compliance, Best- Value-for-Money, A4A's Best Interests) to its procurements, whilst paying particular attention to the effective prevention of corruption, fraud, and money-laundering during the procurement procedure on both sides of the acquisition.

Suppliers are expected to comply with the spirit of AKF's Guiding Principles, including well-established human rights, anti-corruption, and anti-money-laundering standards. Within this context they are expected to, *inter alia*, declare any conflict of interest and not to engage in any fraudulent, collusive, or coercive practices.

AKF will demonstrate zero tolerance and reject any quotation submitted by suppliers and, where applicable, terminate their contract, in the event that it is established that they have engaged in practices which are in breach of these standards, including those on anti-corruption and anti- money-laundering practices.

This request will not bind AKF to award a contract or to pay any costs incurred in its preparation or submission.

F. METHODOLOGY

Given the various locations of the partners in the project, the desktop method as contained in the ToRS will be applicable.