



LOCAL YOUTH CORNER CAMEROON

P. O. Box 185 - C106, Yaoundé, Cameroon

Tel: (+237) 222313920,650906256

E-mail:info@loyocameroon.org ;

Website: www.loyocameroon.org

REG N° 000850/RDA/J06/BAPP

Motto: Working Together for a Common Good and a Peaceful Society

Call for Tender: Audit Firm

Tender Reference 2023-5

Local Youth Corner Cameroon (LOYOC) is looking for a qualified company or natural person specialised in auditing services to perform an external economic and financial audit for her organization accounts and Financial Statements for the financial year 2023.

Offer Date: March 14, 2023.

Offer deadline: 25th March 2023, 5:00pm

Local Youth Corner Cameroon (LOYOC) is a National, non-profit, non-governmental Youth-led organization (Leadership is between 15 to 35 years old) created in 2002 and registered in 2004. We are aimed at promoting the empowerment of young people (males and females) in the domain of peacebuilding, as well as preventing and countering violent extremism and sustainable development. LOYOC was created as a response to the increase in the socio-political and economic challenges facing young people such as unemployment, bad governance, gender-based violence, and lack of quality education, poverty, and corruption, the poor social justice system and exclusion in the decision-making processes and since then our impact both at national and international levels are so enormous.

The Subject Of The Contract

The awarded contractor will be required to perform auditing services to the accounts of the LOYOC financial years of 2023, stating that the assignment will continue until the approval by the Board of directors of the Financial Statements as of 31/12/2023.

The purpose of the audit will be to examine the LOYOC Projects accounts and the annual Financial Statements, including the balance sheet of the assets and liabilities and profit and loss account and accompanying disclosures and notes, to gain assurance on the effective functioning of the management and control systems, and to give an evaluation of the appropriateness of accounting policies used and of the reasonableness of accounting estimates, made by the management; the Auditors is requested to provide its professional opinion on these Financial Statements, whether they are prepared in all material respects by the applicable financial reporting framework, that is a general-purpose one. The examination will be aimed to check and make certain that the LOYOCs accounts and annual Statements are correct and complete. The audit activity will investigate the accounting records, the internal control policies, and accounts to ensure they align with the accounting standards. The result of this examination will be a “Certification of Financial Statements” expressed by the independent Auditor, representing the Auditor’s opinion on the fairness and appropriateness of the annual Statements of accounts and related disclosures. Additionally, The Auditors will be charged with certifying the effectiveness of the costs of Consortium Personnel assigned to research activities and incurred by LOYOC during the fiscal year.

Duration and Maximum Volume of the Contract

The contract duration will be for a financial year 2023. The contract might be renewed, a previously written decision, for one time under specific conditions to be agreed by the board, in line with those provided in this tender. The maximum amount of this contract is estimated and it will comprise the remuneration and all expenses to be paid to the Auditor in return for services rendered by the contract. No price revisions to the agreement shall be allowed, except for considerable increases in audit activities required to the Auditor to be agreed between the Parties. The price offered will include all remuneration and fees as well as all costs and working hours for meetings, work travel, expenses, general and any indirect costs and administrative overheads. The price should be quoted free of all duties, taxes, and other charges (social security and welfare contribution included) and any additional costs incurred by the Auditor in performing its activities.

Requirements

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders and must provide the following information in its tender: -

The tenderer must prove their capacity to draft reports in English language.

- Experience of writing accessible reports for an NGO
- Capability to work in English and in other languages of the selected regions.

Criteria relating to the team delivering the services:

The team providing the services should include, as a minimum, the following two profiles:

Audit Senior Be an auditor who should have at least ten years of professional experience carrying out audit and control activities;

- should have excellent knowledge of Cameroon Laws and Financial Directive and Regulation regarding the audit
- the statutory capacity to commit the Company in writing (only in the case of companies).
- Audit specialist - at least five years of professional experience carrying out audit and control activities and the other aspects of Audit senior
- Technical and professional capacity by delivering Curriculum Vitae of the two team members involved in providing services in international Format.
- CVs should include information on work experience, qualifications, and language ability.
- A list of services proving experience in auditing
- Financial audit regarding Financial Statements drawn for general purposes;
- EU Research and Innovation Programme project audit.
- The tenderer should prove the linguistic capacity of the team.

Eligibility Criteria:

Providers are required to meet the following criteria to qualify for the bid submission.

- Must have an established and registered Structure in Cameroon.
- Quality audit records
- Bidder should be an authorized service provider of the quoted items and should submit relevant documents/certificates.
- Must have a 5-10 years' Experience will have to furnish details of the experience.
- Must provide all relevant records required that is VAT and other taxes (which ever applied)
- Must be time conscious.

Evaluation criteria

Your quotation shall be evaluated using the following criteria.

S/N	Evaluation Criteria	Weight Of Criteria 100 Points
1	Ability To Provide Quality auditing services	20%
2	Experience with NGOS	20%
3	Registration And Qualified Services	20%
4	Service Fee	40%

Exclusive Criteria

If any of the following are true for the bidder at the time of submitting their tender or at any time during the procurement process, they will be excluded from consideration for winning a contract with LOYOC. The bidder may also be blacklisted for participation in future LOYOC procurements. By submitting a tender, the bidder declares that they are not in one of the following situations:

- a) They are bankrupt, subject to insolvency, or being wound up, are having their assets administered by a liquidator or by a court, have entered an arrangement with creditors, have suspended business activities,
- b) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with applicable laws.
- c) It has been established by a court's final judgment or by a final administrative decision that the bidder is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the bidder belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence.

These include:

- i. Misrepresenting the information required as part of this procurement procedure
- ii. Entering into agreement with other persons with the aim of distorting competition
- iii. Violating intellectual property rights

- iv. Attempting to influence the decision-making process during this procurement procedure
 - v. Attempting to get confidential information that might give an unfair advantage in the procurement procedure
- d) It has been established by a court's final judgment that the bidder is guilty of any of the following:
- i. Fraud
 - ii. Corruption
 - iii. Relations with a criminal organisation
 - iv. Money laundering or terrorist financing
 - v. Terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting or attempting to commit such offences
 - vi. Child labour or other offences related to trafficking of human beings.
- e) In the past, the bidder has shown significant failures in complying with the main obligations of a procurement contract with the client.

Award Evaluation

The tender will be awarded according to the best-value-for-money criteria and procedure.

LOYOC may, at its discretion, extend the closing date and time of the tender. The selection procedure will be based on equal treatment, fairness, and transparency principles. An evaluation team will be established, composed of the Executive Director and two people appointed by her Board of directors who will be responsible for this procedure.

All applicants will receive acknowledgment of receipt of their tender and will be informed of the outcomes of the selection process of their offer by e-mail only within two weeks following the evaluation procedure

LOYOC is not obliged to provide reasons for its decision to shortlist, accept or reject any tender. LOYOC reserves the right to conclude or not the tender process and select the successful tenderer, and will not be contractually bound to a bidder for this tender until the successful winner, has entered into a written contract.

Anti-Fraud Policy

LOYOC has a zero-tolerance approach towards corruption and fraud in all its forms. LOYOC aims to prevent fraudulent activities and to respond to any allegations or potential fraud swiftly and effectively. If the bidder or any member of staff is aware of any corrupt or fraudulent activities in relation to this procurement process, they are requested to report it to the Director a.christian@loyocameroun.org immediately.

Anti-Privacy Policy

If you decide to submit a tender to this call, please note that LOYOC will keep your information and offer for at least 10 years as it is legally required as supporting documentation for our donors even if you are not selected for the contract. For more information about our privacy practices please visit www.loyocameroun.org.

Payment

Bidders should be aware that if they are selected for this contract, payment will be made on the following terms: payment only after delivery of Audit Reports and following submission of an invoice.

Specific Instructions for tenders

Prices should be given in FCFA, exclusive of VAT, quoting price per project.

Deadline: Tenders must be submitted no later than Saturday 25th March 2023 at 5:00 PM Prompt. Tenders submitted after this time will not be considered.

Where and how to submit tenders: Tenders should be submitted via email to info@loyocameroun.org with the subject "Tender" and the tender reference: 2023-05.

Language of tenders: The tenders must be in English or French

The submitted tender application must include:

- The complete offer with total prices and relevant details, including.
 - price per Project
- The signed declaration on honour at the end of this document confirming that the bidder does not match any of the exclusion criteria.

- Companies must provide a copy of their company's registration document, as proof of their nationality in compliance with the Cameroon's Rules of Nationality.
- A CV/agency profile and a list of current contracts.
- If the bidder has not previously worked with LOYOC before, they should provide at least two previous clients' references.

Tenders which are incomplete or not submitted as described above will be excluded.

Contact Person

If you have questions about the terms of reference or invitation to tender requirements, please send these in writing to Divine Ayeh Sake: divineaye@loyocaneroon.org. or 673419968