

KIBO SEED COMPANY LIMITED



Okaseni Street off Arusha - Namanga Road,

P.O BOX 25, Arusha, Tanzania Tel: +255 759 492 222

Email: [info@kiboseeds.co.tz](mailto:info@kiboseeds.co.tz)

Website: [www.kiboseeds.co.tz](http://www.kiboseeds.co.tz)

## INVITATION FOR TENDERS

TENDER NO. KSCL/RFP/EFA/01/2023-2026

**Framework contract for provision of External Financial  
Audit Services for the Financial Year 2023-2026**

Date: 1 May 2024

# KIBO SEED COMPANY LIMITED



**TENDER NO. KSCL/RFP/EFA/01/2023-2026**

## INTRODUCTION

Kibo Seed Company is a private Company registered in the United Republic of Tanzania based in Arusha with its Regional Offices in Mbeya, Mwanza, Morogoro and Makambako. The main activities for the Company are carrying out Research, Production, Processing of seed, Sales and Marketing activities of seed and other complimentary products.

- The company would like to engage a firm with adequate experience to conduct the financial audits for the company the period **30 June 2024 to 30 June 2026**.
- The firm is kindly requested you to submit their Proposal for the ***Framework contract for Provision of External Financial Audit Services for the Financial Year 2023/2024 to 2025/2026***.
- Proposal must be submitted on or before **15<sup>th</sup> May 2024** not later than **10:00 am** in the tender box located at the Kibo Seed Company Ltd Headquarter in Arusha, Okaseni Street off Arusha – Namanga Road.
- Proposal must be submitted in a sealed envelope with the heading **Proposal Reference: KSCL/RFP/EFA /01/2023-2026: Provision of External Financial Audit Services**. Addressed to Kibo Seed Company Ltd P.O Box 25 Arusha.
  
- **The proposal opening will be done on 15<sup>th</sup> May 2024 at 10:30 am and representatives are invited to attend the opening.**
  
- A complete set of tender documents containing detailed information and other conditions can be obtained through our company website [www.kiboseeds.co.tz](http://www.kiboseeds.co.tz) or at our Offices situated at Okaseni street, off Arusha – Namanga Road Arusha during normal working days from Monday to Friday between 8:00 a.m. to 17:00 p.m. except on Public holidays, or can be requested via [info@kiboseeds.co.tz](mailto:info@kiboseeds.co.tz) or [catherine@kiboseeds.co.tz](mailto:catherine@kiboseeds.co.tz) with subject: **REQUEST FOR TENDER DOCUMENT ON PROVISION OF EXTERNAL FINANCIAL AUDIT SERVICES**

We look forward to receiving your proposal.

Thank you.

**GENERAL MANAGER  
KIBO SEED COMPANY LIMITED  
P.O BOX 25 ARUSHA,  
TANZANIA.**

# KIBO SEED COMPANY LIMITED

## TERMS OF REFERENCE (TOR).

### 1. SCOPE OF WORK

The audit services will include but not limited to;

- a) Conduct end year stock take and prepare a stock take report
- b) Carry out the audit of the books of the company for the period
- c) Give audit opinion within the agreed timeline
- d) Prepare and provide the Management Letter.
- e) Prepare and sign the audited Financial Statement reports
- f) Attend and present the report during the AGM.

### 2. EVALUATION CRITERIA

- a) The proposal should have three sections showing the mandatory requirements, technical skills of the audit firm and the Financial Proposal for the work.
- b) The Mandatory requirements are documentation that Must be attached while submitting the bids while the technical skills should outline the ability of the firm to conduct the exercise which should include the staffing and Experiences and financial proposal should show the cost at which the firm will offer the service.

The following will be Mandatory/preliminary and technical requirements for purposes of evaluation;

All documentation, including catalogues, instructions shall be in this language	<ul style="list-style-type: none"><li>▪ English</li></ul>
Documents to be submitted (Mandatory)	<ul style="list-style-type: none"><li>▪ Valid Practicing Certificate from NBAA</li><li>▪ Valid Tax clearance certificate</li><li>▪ Business License</li><li>▪ TRA TIN</li><li>▪ Certificate of incorporation</li><li>▪ Evidence letters of engagement &amp; contract award from at least five (5) clients.</li><li>▪ Recommendation from five (5) clients who you have worked.</li><li>▪ Audited Annual Financial statements for the last three (3) years.</li></ul>

## KIBO SEED COMPANY LIMITED

Technical specification	<ul style="list-style-type: none"><li>▪ Company profile, organization structure outlining the Audit Firms experience on provision of financial audit services.</li><li>▪ The Audit Firm must illustrate the methodology and work plan (with appropriate timeliness) that will be used to carry out the assignment within the timeline.</li><li>▪ The audit Firm must demonstrate the staff qualification and experience with at least three professional staff with relevant University degree and at least 5 years' experience for the Managing Director and 3 years for Senior Management team.</li></ul>
Financial Proposal	<ul style="list-style-type: none"><li>▪ The audit firm to provide the quotation for the audit services including audit fees and reimbursement if any.</li></ul>

**NOTE: The tender shall be evaluated in three section and only responsive bids will progress to the next level starting from mandatory, technical and finally financial proposal.**

### 3. CONFIDENTIALITY

It is highly expected from the selected firm to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. The expert provided by the selected firm shall practice the highest standard of professional and ethical values and norms in providing this consultancy services.

**NOTE THAT:**

- 1) Quotations should be presented in **Tanzania shillings (Tshs)**.
- 2) In case of deviations between unit and total prices, the unit price shall prevail.
- 3) The prices quoted should be final and inclusive of all costs and applicable taxes.
- 4) The successful bidder will enter into a three (3) year contract with Kibo Seed

KIBO SEED COMPANY LIMITED

TENDER FORMS AND EVALUATION CRITERIA

FORM TF-1

TENDER DATA

Section 1: Company Details & General Information	
1. Name of Company:	
2. Street Address .....  Post Address: .....	3. Tel: .....  4. Email: .....
City: .....	5. Fax: .....
Country: .....	6. Website: .....
7. Contact Name: .....	
8. Title: .....	
9. Email: .....	
10. Type of Business (Mark one Only): <input type="checkbox"/>	
Corporate/Limited:      Partnership:      Other (Specify): .....	
12. Year Established:	13. Number of full-time Employees:
14. Under Present Management since:	

**KIBO SEED COMPANY LIMITED**

**FORM TF-2**

**PAST EXPERIENCE**

**NAMES OF THE APPLICANT'S CLIENTS**

Name of Applicant's Clients and values of Contract/Orders

1. Name of 1<sup>st</sup> Client (Organization): .....  
Address of Client (Organization): .....  
Name of Contact Person at the Client (Organization): .....  
Telephone number of Client (Organization): .....  
Value of Contract: .....  
Duration of Contract: .....
  
2. Name of 2<sup>nd</sup> Client (Organization): .....  
Address of Client (Organization): .....  
Name of Contact Person at the Client (Organization): .....  
Telephone number of the Client (Organization): .....  
Value of Contract: .....  
Duration of Contract: .....
  
3. Name of 3<sup>rd</sup> Client (Organization): .....  
Address of Client (Organization): .....  
Name of Contact Person at the Client (Organization): .....  
Telephone number of Client (Organization): .....  
Value of Contract: .....  
Duration of Contract: .....
  
4. Name of 4<sup>th</sup> Client (Organization): .....  
Address of Client (Organization): .....  
Name of Contact Person at the Client (Organization): .....  
Telephone number of Client (Organization): .....  
Value of Contract: .....  
Duration of Contract:.....
  
5. Name of 5<sup>th</sup> Client (Organization): .....  
Address of Client (Organization): .....  
Name of Contact Person at the Client (Organization): .....  
Telephone number of Client (Organization): .....  
Value of Contract: .....  
Duration of Contract:.....

**KIBO SEED COMPANY LIMITED**

**FORM TF-3**

**SWORN STATEMENT**

Having read the tender information for the above procurement opportunities We/I hereby state:

1. The information furnished in our/my application is accurate to the best of our/my knowledge.
2. We/I enclose all the required documents and information required for the tender for evaluation.

Date: .....

Applicant's Name on behalf of the  
company.....

Signed on behalf the Tenderer.....

Witnessed by Name: .....

Signature: .....