

# REQUEST FOR PROPOSAL

## EXTERNAL AUDIT OF FINANCIAL STATEMENTS OF NIDCO FOR THE PERIOD ENDED SEPTEMBER 30<sup>TH</sup> 2019

The NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (NIDCO) is inviting proposals for the purpose of engaging a firm for the provision of Financial Management Services to NIDCO. The objectives for this tender process are to:

(a) Secure a high-quality provider of external audit services; (b) Ensure that the appointed provider can proceed with the audit of the financial statements for the period ended September 30, 2019 as soon as possible; (c) Appoint a provider with high standards of professional service; (d) Appoint a provider who will supply value for money; (e) Work with an audit partner who will add value to our services.

### DESCRIPTION OF SERVICES

The Consultant will be required to perform the necessary audit work to enable them to express an audit opinion on the Financial Statements for the period ended September 30, 2019. The audit report should express an opinion as to whether the Financial Statements of NIDCO present fairly, in all material respects, the financial position, results of operations and changes in cash flows in accordance with International Financial Reporting Standards.

In order to be able to express an opinion, it is expected that the scope of the work performed should include:

(1) An assessment of internal controls and key accounting system; (2) Review of all disclosures in financial statements; (3) Journal Entries; (4) Fixed Assets; (5) Short Term Assets; (6) Borrowings ; (7) Government Grants; (8) All Reconciliations; Bank; Receivable; Payables; Other; (9) Claims Process – Relative to Ongoing Projects (10) Revenue; (11) Operating Expenses

### REQUEST FOR PROPOSAL (RFP) - NO CHARGE

Prospective Respondents are invited to email the Secretary Tenders, Committee at [secretarytenders@nidco.co.tt](mailto:secretarytenders@nidco.co.tt) to request a copy of the RFP or visit NIDCO's Head Office at The Atrium, Don Miguel Extension Road San Juan to provide their email address.

### PRE-TENDER MEETING

Prospective Bidders are invited to a Pre-tender Meeting on **Thursday 21<sup>st</sup> November, 2019** at **10:00 a.m.** at NIDCO's Head Office at The Atrium, Don Miguel Extension Road San Juan.

**It is recommended that persons involved in the preparation of the tender submissions are present at the Pre-Tender Meeting.**

### SUBMISSION AND OPENING OF PROPOSALS

The **Two Envelope System** will be utilised. Completed Technical and Financial Proposals must be submitted (**One Original, Five Hard Copies and One Electronic copy**) in separately sealed packages clearly labelled as follows:-

RFP # 1911/02

[NAME OF COMPANY]

[TECHNICAL OR FINANCIAL] PROPOSAL

EXTERNAL AUDIT OF FINANCIAL STATEMENTS OF NIDCO FOR THE PERIOD ENDED SEPTEMBER 30<sup>TH</sup> 2019

Secretary, Tenders Committee

National Infrastructure Development Company Limited (NIDCO)

The Atrium, Don Miguel Extension Road San Juan

and deposited in the **Tender Box** located on the First Floor at NIDCO's Head Office, The Atrium, Don Miguel Extension Road, San Juan **no later than 1:00 p.m. on Wednesday 4<sup>th</sup> December, 2019.**

**Please note that the dimensions of the Tender Box slot are 4" High and 18" Wide.**

**Please note that the Technical and Financial Proposals must be placed in separately sealed envelopes. Additionally, the electronic copy of the Technical Proposal must be in the Technical Envelope only and the electronic copy of the Financial Proposal must be in the Financial Envelope only.**

**Respondents are advised that the name of the company submitting the Proposal should be clearly marked on the envelopes.**

Technical Submissions will be opened publicly on the same day at NIDCO's Head Office. A representative of the respondent may be present at the opening.

### LIMITATIONS/RESERVATIONS

NIDCO will not be responsible for any cost incurred by any prospective respondent in preparing their proposal and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any respondent submitting a proposal.

NIDCO reserves the right to reject proposals received unsigned, in unsealed envelopes or with alterations or erasures not initialled by respondent/s.

Respondents are fully responsible for the submission of their Proposals and must satisfy themselves as to the nature of the project.

NIDCO does not bind itself to accept any Proposal. NIDCO reserves the right to negotiate with and/or make a counter offer to all compliant respondents.

**Late submissions will NOT be considered under any circumstances.**

### CLARIFICATION OF THE TENDER - no later than Friday 29<sup>th</sup> November, 2019

Enquiries, clarification, and further information regarding this tender can be obtained from:-

Secretary, Tenders Committee

National Infrastructure Development Company Limited

The Atrium, Don Miguel Extension Road, San Juan.

Telephone: (868) 638-8236; 674-8042 Or can be e-mailed to: [secretarytenders@nidco.co.tt](mailto:secretarytenders@nidco.co.tt)