

**Request for Proposals: No. BORDA/IRQER/2024/RFP-003**

**Request for Proposal: Provision of Accounting and Auditing service for preparation of annual financial report and annual financial statements BORDA/KRI-2024**

**Introduction to BORDA:**

Bremen Overseas Research and Development Association (BORDA)

People. Innovating. Sanitation.

Since 1977, The Bremen Overseas Research and Development Association (**BORDA**), a non-profit civil society expert organization headquartered in Bremen (Germany), provides innovative, demand-oriented support in urban development, and in the provision of essential public services. The country office, BORDA Iraq, contributes to improve the living conditions of socially disadvantaged groups by creating and facilitating access to basic needs services such as, sanitation, management of urban waters, and water provision while maintaining a safe environment.

Please see: <https://borda-wesca.org/>

**1. Requirements:**

Bremen Overseas Research and Development Associations (BORDA) are seeking proposals from qualified accounting and auditing companies/Individuals to preparation annual financial report and annual financial statements for the financial year of 2024.

The selected company/Individuals will preparation and delivery of the 2024 annual financial report relevant to KRI activities as per the template provided by Directorate on non-government organization in Kurdistan Region of Iraq (DNGO) also the financial statement Statements according to Generally Accepted Accounting Principles (GAAP), these documents will be submitted to the Directorate of NON-Government Organization in Kurdistan Region of Iraq (DNGO KRI). Ensuring all reports adhere to International Financial Reporting Standards (IFRS) and DNGO KRI requirements.

Additionally, these documents must be prepared and approved by a certified accounting organizer and certified chartered accountant/auditor. Furthermore, both documents must be approved by the Scientific Association of Certified Accountants also from the Accounting and Auditors Association in Kurdistan region of Iraq (KRI).

## 2. Scope of Services:

The selected service provider will be responsible for preparing a comprehensive annual financial report and financial statements, ensuring both reports adhere to International Financial Reporting Standards (IFRS) and DNGO KRI requirements. The scope of services should include, but not be limited to:

### 2.1 Annual financial report:

- Following the guideline of the DNGO KRI reporting requirements.
- Bank accounts info.
- Resources (Funds) and Expenses.
- Tables of salaries and Staff salary tax.
- Fixed Assets list.
- Fixed assets movements for the year of 2024.
- Change in financial assets for the year of 2024.
- Change in financial liabilities for the year of 2024.
- Organization activities of the financial year of 2024.
- Preparation of annual financial report should be in Arabic language template.
- Any addition requirements which will be announces by DNGO KRI reporting for year 2024.

### 2.2 Financial statement:

- Statements required by Generally Accepted Accounting Principles (GAAP) are the balance sheet, the income statement, and the statement of cash flows.
- The balance sheet which provides an overview of assets, liabilities, and shareholders' equity.
- The income statement reports an Organisation's fund and expenses.
- The cash flow statement (CFS) tracks all an organisation's uses its cash to pay its debt obligations and fund its operating expenses.
- Statement of Activities.
- Preparation of financial statement should be in Arabic language.
- Any addition requirements which will be announces by DNGO KRI reporting for year 2024.

### 3. Proposal Requirements:

#### 3.1 Technical proposal:

The following integral part is Request for Proposal and should be send it by email:

- company/Individual profile or C.V “curriculum vita”. (working with NGO’s).
- Company/Individual working license in KRI.
- Company/Individual tax clearance letter for Kurdistan Region Government (KRG).
- Certification of membership in scientific association of certified accountants (membership ID).
- Certification of membership in accounting and auditors’ association (membership ID).
- Previous experience in preparation of annual financial report (DNGO KRI).
- Proven experience in preparing financial reports and statements for nonprofit organizations.
- Knowledge of DNGO KRI financial requirements.
- Familiarity with International Financial Reporting Standards (IFRS).
- Timeline: Ability to meet deadlines and deliver timely results.

### 3.2 Financial proposal:

#### 1. Costs of the proposal:

#	Description	Bidder's comments (if any)	Unit	Total price In IQD
1	Preparation and delivery of the 2024 annual financial report		Lump Sum	
2	Preparation and delivery of the 2024 financial statement			
3	Delivery of certification of the annual financial report and financial statement by the Syndicate of Chartered Accountants / KRI			
4	Delivery of certification of the annual financial report and financial statement by the scientific association of certified accountants / KRI			
	Total price			

**2. Currency:** The fee for provision of services should be in Iraq Dinar IQD only.

**3. Payment method:** 100% upon completion the service.

### 3.3 Proposal submission guidelines:

**1. Proposal format:** The offers should be prepared in **English** and must be submitted in your official letterhead, which should clearly identify your Agency and should be stamped with services provider official stamp.

**2. Format for submission:** The offers should be submitted by **e-mail** and all attachments should be in **PDF format**, offers shall be sent as PDF files to the following email: [info.iraq@borda-wesca.org](mailto:info.iraq@borda-wesca.org).

One PDF file shall be sent for the Technical Offer and another PDF file for the Financial Offer. Your PDF files shall be named as follows:

**a. Name/Technical offer/Accounting and Auditing service-BORDA/IRQER/2024/RFP-003**

**b. Name/Financial offer/Accounting and Auditing service-BORDA/IRQER/2024/RFP-003**

\* Sending your offers to any other email address will result in rejecting your participation in this call.

**3. Proposal submission deadline:** The offers shall be submitted no later than **23:59 (Iraq local time) on December 10, 2024.**

All interested parties are invited to submit their detailed proposals for the Provision of Accounting and Auditing service for preparation of annual financial report and annual financial statements 2024, outlining their methodology, relevant experience, and cost breakdown of associated costs.

Any identification of the financial offer in the technical proposal will result in disqualification of your submitted offer and it will not be considered in the technical or financial evaluation.

#### 4. Validity Period of Offers

The period of validity of the offer shall be **(8) weeks** from the deadline of submission which should be indicated in the offer.

#### 5. Request for Additional Information

Any questions, communication, or request for additional information concerning this call of Provision of Accounting and Auditing service for preparation of annual financial report and annual financial statements 2024 are only permitted by email to **BORD/KRI**.

Clarifications should be sent by e-mail to [info.iraq@borda-wesca.org](mailto:info.iraq@borda-wesca.org) no later than **23:59 (Iraq local time) on December 04, 2024.**

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by BORDA limits the size of attachments to a maximum of **8MB** so it may be necessary to send more than one e-mail for the whole submission.

**We appreciate your attention to this matter and look forward to receiving your comprehensive proposals.**