

Request for Proposals for Accounting and Auditing Services

Organization: International Research and Exchanges Board (IREX)

Issue Date: August 20th, 2024

Estimated Service Dates: August 1st, 2024 through June 30th, 2025

Response Due Date: September 5th, 2024

ABOUT IREX:

IREX is an independent nonprofit organization dedicated to building a more just, prosperous, and inclusive world by empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information. Founded in 1968, IREX has an annual portfolio of over \$80 million offices in 20 countries, and a global staff of 400. We work in more than 100 countries worldwide.

PROPOSAL REQUIREMENTS:

IREX is seeking proposals from qualified auditing companies in Iraq to perform the following tasks for Baghdad and Erbil Offices:

1. Perform quarterly audit on IREX financial accounts including inspecting financial expenses documents, payroll, financial reports, and submit an audit report to IREX.
2. Prepare, finalize, authenticate and complete all requirements for the annual financial report for Baghdad and Erbil offices according to the Iraq DNGO's in Baghdad and Erbil regulations within a deadline that will not exceed February 28th.
3. Calculate monthly tax for Baghdad staff, calculate quarterly income tax, prepare formal required forms and submit quarterly income tax payment for Erbil office employees to the government tax office.

Submission Documents:

1. Interested parties must submit a proposal that includes a breakdown of costs that demonstrates their capacity to provide the requirements outlined above.
2. company registration.
3. Practice license (Renewed)
4. Company profile.
5. Must be listed in the Iraqi union of accountants and auditors annual list for local companies.
6. Foreign companies must provide proof that they are authorized to work in Iraq.
7. Must provide performance plan and time schedule to perform required tasks.

All proposals should be submitted to aqasim@irex.org Cc. bjallab@irex.org, bhobbs@irex.org

Proposal Evaluation:

The criteria for evaluating proposals are listed below:

- Ability to meet all proposal requirements listed above.
- Overall price competitiveness
- Demonstrable experience auditing financial statements according to international standards and Iraqi law.
- Past performance
- Knowledge of Quick Books financial system.
- Experience working with non-governmental and non-profit organizations.
- Performance plan and time schedule to perform required tasks.

Renewal

IREX reserves the right, based on availability of funding and vendor performance, to renew/extend the contract according to need assessed by IREX for not more than one year.

IREX has the right to withdraw this announcement at any time.

Deliverables:

Item	Amount
Perform quarterly audit on IREX financial accounts including inspecting financial expenses documents, payroll, financial reports, and submit an audit report to IREX.	IQD, USD
Prepare, finalize, authenticate and complete all requirements for the annual financial report for Baghdad and Erbil offices according to the Iraq DNGO's in Baghdad and Erbil regulations within a deadline that will not exceed February 28th.	IQD, USD
Calculate quarterly income tax, prepare formal required forms and submit quarterly income tax payment for Erbil office employees to the government tax office.	IQD, USD
	Note: IREX will perform the payment in USD or IQD according to compliance with GOI policies and instructions