



Republic of Uganda

**MINISTRY OF DEFENCE AND VETERAN  
AFFAIRS**

**Request for Proposals Document**

**For  
Procurement of Consultancy Services without  
Publication of a Notice of Expression of Interest**

**Subject of Procurement: PROVISION OF EXTERNAL AUDIT  
SERVICES FOR THE EAST AFRICAN STANDBY FORCE  
(EASF) SECRETARIAT**

**Procurement Reference Number: NA**

**Date of Issue: 19<sup>TH</sup> OCTOBER, 2023**

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## **PREFACE**

1. This Standard Request for Proposals (RFP) document has been prepared by the Public Procurement and Disposal of Public Assets Authority (PPDA) for use by Procuring and Disposing Entities (PDEs) for the procurement of Consultancy Services. The procedures and practices presented in this RFP have been developed to reflect the requirements of the Public Procurement and Disposal of Public Assets Act, 2003 and the Public Procurement and Disposal of Public Assets, Regulations 2014 and best international procurement practices.
2. This RFP is suitable for use for procurement of consultancy services without publication of a notice of expression of interest. The RFP may also be used invite single or sole source consultants with appropriate modifications to the document.
3. This RFP can be used with the different selection methods described in the PPDA Regulations namely, quality and cost based selection (QCBS), quality based selection (QBS), fixed budget selection (FBS), least cost selection (LCS) and consultants qualification selection (CQS). The User Guide to this RFP further elaborates on how to use these methods of evaluation in the RFP.
4. Before using this RFP, the user should be familiar with the PPDA Act, 2003 and Regulations, 2014 and should read the User Guide to this RFP which has been prepared to provide guidance on the correct use of the Standard Request for Proposals (RFP) for Consultancy Services as a model for preparing an individual Request for Proposals.

PPDA welcomes any feedback or comments from the users of this RFP which will assist in improving this document.

**The Executive Director,  
Public Procurement and Disposal of Public Assets Authority  
P.O. Box 3925,  
KAMPALA.  
[info@ppda.go.ug](mailto:info@ppda.go.ug)  
[www.ppda.go.ug](http://www.ppda.go.ug)**

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Standard Request for Proposals Document

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# Standard Invitation to Consultants

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Email : [ps@defence.go.ug](mailto:ps@defence.go.ug)  
Website : [www.defence.go.ug](http://www.defence.go.ug)



Ministry of Defence & Veteran Affairs  
P.O. Box 3798,  
Kampala,  
Uganda.

In any correspondence on  
This subject please quote No. FAD 67/01

THE REPUBLIC OF UGANDA

## Standard Invitation to Consultants

**19<sup>th</sup> October, 2023**

1. M/s PricewaterhouseCoopers Uganda P O Box 882 KAMPALA  
[ug\\_general@pwc.com](mailto:ug_general@pwc.com) [uthman.mayanja@pwc.com](mailto:uthman.mayanja@pwc.com)
2. M/s KPMG P O Box 3509 KAMPALA [info@kpmg.co.ug](mailto:info@kpmg.co.ug)
3. M/s Ernst and Young P.O. Box 7215, Kampala 0414 343520/4  
[info.uganda@ug.ey.com](mailto:info.uganda@ug.ey.com)
4. M/s Deloitte & Touche P O Box 10314 KAMPALA [admin@deloitte.co.ug](mailto:admin@deloitte.co.ug)
5. M/s Price & King P O Box 34110 KAMPALA [priceandking@outlook.com](mailto:priceandking@outlook.com)
6. M/s Goldgate P O Box 35657 KAMPALA [goldgate@goldgatecpa.co.ug](mailto:goldgate@goldgatecpa.co.ug)  
[goldgate@gmail.com](mailto:goldgate@gmail.com)
7. M/s Hillary & Hills P O Box 34138 KAMPALA [muke280@gmail.com](mailto:muke280@gmail.com)  
[Hillsandassociatescpa@gmail.com](mailto:Hillsandassociatescpa@gmail.com)
8. M/s YM Partner P O Box 2006 KAMPALA [info@ympartners.net](mailto:info@ympartners.net)

### **Invitation to bid for the Provision of External Audit Services for the East African Standby Force (EASF) Secretariat for the Financial Year 2022**

1. The Secretariat of EASF has allocated funds to be used for the acquisition of External Audit Services for the East African Standby Force (EASF) Secretariat for the Financial Year 2022.
2. The Ministry of Defence and Veteran Affairs invites sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the with the method of short listing of consultants without publication of an expression of interest contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, the PPDA (Procurement of Consultancy Services) Regulations, 2014 and the procedures described in Part 1: Proposal Procedures.
  4. This letter of invitation has been addressed to the above short-listed Consultants/Consultancy firms.
5. You may obtain further information and inspect the proposal documents at the address given below at 8(a) from 0900 Hrs to 1600 Hrs.

## Standard Invitation to Consultants

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6. Proposals must be delivered to the address below at 8(c) at or before 1200 Hrs on the 25<sup>th</sup> October, 2023. All proposals must be accompanied by a proposal securing declaration which must be valid until 29<sup>th</sup> February, 2024. Late proposals shall be rejected. Proposals will be forwarded to the Director, EASF Secretariat, P. O. Box 1444-00502 for onward management.
7. There shall not be a pre - proposal meeting.
8. (a) Documents may be inspected at: Ministry of Defence and Veteran Affairs HQs  
(b) Documents will be issued from: Ministry of Defence and Veteran Affairs HQs  
(c) Proposals must be delivered to: Ministry of Defence and Veteran Affairs HQs office of the PS  
(d) Address of Proposal Opening: The Director, EASF Secretariat, P. O. Box 1444-00502. Westwood Park Rd, Karen, Nairobi - Kenya
9. Please inform us, upon receipt:
- (a) that you received the letter of invitation; and  
(b) whether you will submit a proposal alone or in association.
10. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to bid letter	19 <sup>th</sup> October, 2023
b. Pre-proposal meeting/ Site visit where applicable	NA
c. Proposal closing date	25 <sup>th</sup> October, 2023
d. Evaluation process	NA
e. Display and communication of best evaluated bidder notice	Will be communicated
f. Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's clearance where applicable)</i>

Signature:

Name:

Position of Authorised Official:

## Part 1: Proposal Procedures

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### Section 1: Instructions to Consultants

Procurement Reference Number: NA

Preparation of Proposals: You are requested to submit separate technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3: Contract, before preparing your proposal.

Where an electronic copy of the Request for Proposals Document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. A brief methodology for performing the services;
3. A work plan, showing the inputs of all key staff;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.

Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable and miscellaneous costs;

Validity of Proposals: Proposals must remain valid until **1<sup>st</sup> February, 2024**.

Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring and Disposing Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the Procuring and Disposing Entity. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and bear a warning not to open before the time and date for proposal opening.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received by the Procuring and Disposing Entity after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline: **25<sup>th</sup> October, 2023**.

Time of deadline: **1200 Hrs.**

Address: **Ministry of Defence and Veteran Affairs HQs, Mbuya Hill. Office of the PS**

## Part 1: Proposal Procedures

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Opening of Proposals: Technical Proposals will be opened in public by the Procuring and Disposing Entity at the time, date and address shown above for submission of proposals. A record of the opening will be posted on the Procuring and Disposing Entity's Notice Board within one working day of the opening. Financial Proposals will be kept unopened and the evaluation committee shall have no access to financial information until the detailed evaluation is concluded.

Evaluation of Proposals: The evaluation of Proposals will use the methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed evaluation;
3. Financial comparison and to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. not to have a conflict of interest in relation to this procurement requirement; and
7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority.

Documents Evidencing Eligibility: Consultants are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

1. A certificate of registration issued by the Authority for bidders currently registered with the Authority or a copy of the Bidder's Trading license or equivalent and a copy of the Bidder's Certificate of Registration or equivalent for bidders not currently registered with the Authority;
2. Evidence of fulfilment of obligations to pay taxes and social security contributions in Uganda where applicable
3. Any other relevant documentation.

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the Special Conditions of Contract. Any related supplies or works purchased under any resulting contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific Experience	10 points
Methodology Proposed	45 points
Key Personnel	30 points

## Part 1: Proposal Procedures

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Transfer of Knowledge	05 points
Participation by Nationals	10 points
Total:	100 points

The minimum technical score required to pass the technical evaluation is 85 points.

### Financial Criteria:

Currency: Proposals may be priced in Uganda Shillings or any other freely convertible currency and in up to two currencies. The currency of evaluation will be **UGX**. Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda on the date of the submission deadline.

Best Evaluated Bid: The best evaluated bid shall be ranked and be recommended for award of contract. The **Secretariat of EASF** shall issue a Notice of Best Evaluated Bidder within 5 working days from the decision of the contracts committee to award a contract, place such Notice on its notice board for the prescribed period, copy the Notice to all Consultants and to the Authority for publication on its website, prior to proceeding with contract award.

Award of contract: Award of contract shall be by placement of an Agreement in accordance with Part 3: Contract. A Procuring and Disposing Entity shall not award a contract to the best evaluated bidder until the lapse of ten days after the date of display of the Notice of Best Evaluated Bidder.

Right to Review: Consultants may seek administrative review by the Accounting Officer in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 if they are aggrieved with the decision of the Procuring and Disposing Entity.

Right to Reject: The Procuring and Disposing Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by the Procuring and Disposing Entity, without incurring any liability to Consultants.



## Part 1: Proposal Procedures

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### Section 2: Technical Proposal Submission Sheet

*[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]*

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

I/We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

I/We confirm that I/we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

I/We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the Authority. *[Consultants who are not registered or whose subcontractors are not registered should amend the statement to reflect their status].*

I/We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

My/Our proposal shall be valid until \_\_\_\_\_ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

#### Technical Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

# Part 1: Proposal Procedures

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## CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

### 1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Uganda; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

### 2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

### 3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

### 4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

### 5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

### 6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

### 7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;

## Part 1: Proposal Procedures

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- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
- (f) withholding information from the PDE during contract execution to the detriment of the PDE.

I ..... agree to comply with the above code of ethical conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF CONSULTANT**

## Part 1: Proposal Procedures

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### Section 3: Financial Proposal Submission Sheet

*[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]*

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: \_\_\_\_\_ .

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

#### Financial Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 1: Proposal Procedures

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### Breakdown of Lump Sum Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: \_\_\_\_\_

Purchase Order Serial Number: \_\_\_\_\_

[Purchase Order Serial Number to be completed in the event of award of contract only]

**CURRENCY OF COSTS:** \_\_\_\_\_

<b>FEES</b>				
<b>Name and Position of Personnel</b>	<b>Input Quantity</b>	<b>Unit of Input</b>	<b>Rate</b>	<b>Total Price</b>
<b>TOTAL:</b>				

<b>REIMBURSABLE AND MISCELLANEOUS COSTS</b>				
<b>Description of Cost</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>TOTAL:</b>				

**TOTAL LUMP SUM PRICE IN CURRENCY:** \_\_\_\_\_

#### Breakdown of Lump Sum Price Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

### Part 2: Statement of Requirements

#### Terms of Reference

Procurement Reference Number: NA

##### 1. Background

The East African Standby Force (EASF) is a regional inter-governmental mechanism whose mandate is to enhance peace and security in the eastern Africa region. It is one of the five regional multidimensional forces of the African standby force (ASF) consisting of military police and civilian components held on standby in their countries of origin and was established in 2004 pursuant to article 13 of the peace and security protocol of the African union of the view to act as a regional mechanism to provide for rapid deployment, of forces particularly preventive deployment, rapid intervention, peace support or stability operations, and peace enforcement.

The EASF is a key party of the African peace and security architecture (APSA), it seeks to address peace and security in the east African region. In 2014, the council of the ministers of defense and security declared EASF fully operational, capable of deploying a fully-fledged mission to a conflict area. In order to ensure effective realization of its vision and mission, the EASF affairs are managed at strategic levels by the EASF policy organs, which are structured at three levels namely; the assembly of the eastern Africa heads of state and government, the eastern Africa council of ministers of defense and security, and the eastern Africa community of chiefs of defense staff (EACDS).

In addition, EASF organs of institution operate unique systems to meet their specific objectives which calls for organizational executive to be responsible in taking actions that will enable best contributions of individuals within EASF. To achieve this, EASF consists of secretariat, a planning element (PLANELM), the Force Headquarters and a Logistics Base (LOGBASE).

##### 2. Aim

The EASF secretariat (EASFSEC) is looking for a reputable international firm to audit its accounts for 2022 for offices based in both Nairobi and Addis Ababa. In this regard, interested audit firms with commendable experiences are invited to submit their applications (and/ or expression of interest) in a sealed envelope to the under mentioned address not later than 1<sup>st</sup> November, 2023.

##### 3. Audit objectives:

The objective of the external audit is to review if the approved organizational activities, regulations, policies, processes, system and overall best practices are adequately adhered to and reported by EASF management in line with the financial accounting standards, international financial reporting standards (IFRS); institutional regulations, host nations laws, contractual requirements, and overall, generally accepted accounting principles. Specifically, the external audit firm/organization shall be compelled to:

## Part 4: Contract

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- i. Conduct an audit in accordance with the international standards on auditing to enable the auditor to express a professional opinion on the organization's financial position as at December 2022.
- ii. Carry out a detailed compliance checks as dictated by general and overarching accounting principles which would provide an opinion on whether the statements of the financial position, the statement of comprehensive income, the statement on changes of funds, and the statement on cash flows for the year under review give a true and fair presentation of the financial affairs.
- iii. Confirm that books of accounts provide the basis for presentation for financial statements and they are established to reflect the financial statements and are the basis of all financial accounting technical guidance; and that EASF maintains adequate internal controls and supporting documentation for all the transaction.
- iv. Where necessary, pass through journal entries to reconcile the books of accounts to the financial statements; and more importantly, ascertain how accounting principles or entries have been treated in GAAP against convergence to IFRS.

### **4. Terms, Scope and submission of the Audit work**

- a) The external audit task(s) shall be conducted in accordance with international standards and auditing.
- b) The external auditor(s) shall be completely independent and solely responsible for the conduct of the audit and shall not be subject to the direction or control of any person or authority.
- c) The external auditor(s) shall audit all the accounts of EASF structures, EASF fund, and EASF peace fund accounts, as it may be deemed necessary and shall have free access to all record, books of accounts and other documents, which in its opinion are necessary for the performance of the audit in order to satisfy itself whether or not:
  - I. The financial statements represent a true record of accounts of the EASF structure at the end of the financial period under review.
  - II. The financial transaction in the statements is the conformity with the provisions and other applicable directives of the council;
  - III. The internal control system and procedures are adequate in the light of the extent of reliability placed thereupon; and
  - IV. The necessary methods and approaches have been applied or adopted in the recording and treatment of all assets and liabilities.
- d) It shall be the duty of the External auditor(s) to verify that any contributions received or revenue collected by EASF have been allocated, distributed and/or utilized in accordance with the requirements of the financial regulations.

## Part 4: Contract

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- e) The external auditor(s) may take observations with respect to the efficiency of the financial administration and management of EASF.
- f) The external auditor should verify if all the assets and liabilities reported in the financial statement existed at the balance sheet date, and the transactions reported in the financial statements occurred during the period covered by the statement.
- g) Likewise, the external auditor should confirm if the reported assets are owned by the entity and the liabilities owed by the entity at the balance sheet date are reported.
- h) The external auditor should ensure that all the financial statements amount (assets, liabilities, revenue and expenses) are appropriately valued, classified, described and disclosed in conformity with generally acceptance accounting principles and standards (GAAPs).
- i) The external auditor shall upon review of EASF financial statements, express an audit opinion in accordance with the observations made from all transactions
- j) The external auditor/firm will provide the management with the preliminary audit report (draft audit report) of findings which highlights over all factors causing deficiencies, lapses, and/or compliances with institutional regulations, policies, and accounting/reporting standards; and also, shall make such observations, findings, comments as might be deemed appropriate.
- k) The draft audit report will be discussed between the external auditor(s) and management of EASF.
- l) The council may request the external auditor(s) to perform certain specific investigations and issues report on the results.
- m) The signed audit report shall be sent and presented to the council and copied to the director and other relevant head of EASF structures

### **5. Firms/auditors Experience and qualifications desired:**

Interested qualified and reputable Audit firms or organizations which have fulfilled all legal registration from the EASF region are invited to prepare their application (s) in their interest to carry out the EASF external audit assignment for 2022 including an audit work plan are clearly expressed. The application(s) should also demonstrate the professionalism and skills in the application of the IFRS and international Standards on Auditing (ISA). Further, the consultancy fee to be charged –Costing for the audit, detailed historical records of performance or demonstrated experience of the consulting firm\ entity in understanding similar assignment both locally and regionally; as well as the qualifications of the audit personnel should be submitted to the undersigned address for considerations not later the **25<sup>th</sup> October, 2023.**

### **6. CONTACT DETAILS:**

The Director,



## Part 4: Contract

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East Africa Standby Force (EASF) Secretariat,  
P.O BOX 1444-00502,  
Westwood Park Road, Karen  
Nairobi-Kenya  
Email: [easfcom@easbrig.org](mailto:easfcom@easbrig.org)  
Phone: +254 203884720  
<http://WWW.easfcom.org>

### 7. External auditors Authority

- a. The report of the External auditors(s) on the financial operations of the period under review shall observe but not limited to:
  - (i) The type and scope of its examination;
  - (ii) Matters affecting the completeness, accuracy and reliability of the accounts including, where appropriate;
  - (iii) Information necessary to the correct interpretation of the accounts;
  - (iv) Any amounts which ought to have been received but which have not been brought to account.
  - (v) Any amount for which legal or contingent obligation exist and which has not been recorded or reflected in the financial statements;
  - (vi) Expenditure not properly substantiated; and
  - (vii) Whether Generally Accepted Accounting Principles were applied in a consistent manner, and deviations from these having material impact are disclosed in the notes to financial statements.
- b. The accuracy or the supplies and equipment record as determined by stock and examination of the records.
- c. Where appropriate, transactions accounted for in a previous year concerning which further information has been obtained or transactions in later year concerning which it seems desirable that the council should have early knowledge.
- d. The results of the assignment will be expected for a period between one to two months. EASF will provide in addition to the fees appropriate office space to facilitate the assignment.
- e. The external auditor(s) shall be completely independent and solely responsible for the conduct of the audit and shall; the external auditor(s):
  - shall submit its reports to council
  - shall review and express an audit opinion as per the observations made from all EASF Financial statements and transactions.

N.B. All applications must reach the office of the Director in a Sealed Envelope on a Date and Address Specified above Being Clearly Marked with “**APPLICATION FOR EASF EXTERNAL AUDIT ASSIGNMENT -2022**”

## Part 4: Contract

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### Part 3: Contract

#### Section 5: General Conditions of Contract

Any resulting contract shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Consultancy Services (available on request) except where modified by the Special Conditions below.

#### Section 6: Special Conditions of Contract

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC clause reference	Special Conditions of Contract
<b>Eligible Countries</b> GCC 1.2 (e)	All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.
<b>Authorised Representatives</b> GCC 4.4	The Authorised Representatives are: For the Procuring and Disposing Entity: Office of the PS Upper Mbuya, Chwa Road Kampala P O Box 3798, Kampala Uganda +256 414 356 100/500 +256 414 356 428 ps.mod@defence.co.ug  for the Consultant: _____
<b>Governing Law</b> GCC 5.1	The Contract shall be governed by the Laws of Uganda.
<b>Notices</b> GCC 7.1	For <b>notices</b> , the Procuring and Disposing Entity's address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____

## Part 4: Contract

GCC clause reference	Special Conditions of Contract
	Electronic mail address: _____ For <b>notices</b> , the Provider's address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____ Electronic mail address: _____
<b>Commencement GCC 8.1</b>	The Consultant shall commence the Services within <b>one (01) week</b> after the date of the Contract.
<b>Dispute Resolution GCC 17.2</b>	The formal mechanism for dispute resolution shall be the Arbitration and Conciliation Act Cap 4 of the Laws of Uganda.
<b>Completion Period GCC 18.1</b>	The period for the completion of the Services shall be: <b>Communicated</b>
<b>Payment GCC 22.1</b>	The Contract is a <b>Lump Sum Contract</b> .
<b>Payment Documentation GCC 24.1</b>	The following documentation shall be required to support invoices requesting payments: _____
<b>Payment Schedule GCC 25.1</b>	The payment schedule shall be: <b>30:70</b>
<b>Payment Period GCC 27.1</b>	Payments shall be made by the Procuring and Disposing Entity within thirty days of receipt and certification of invoices accompanied by the supporting documents specified in GCC 24.1.
<b>Insurance to be taken out by the Provider GCC 40.1</b>	The Consultant shall take out and maintain the following insurance coverage: (i) Third Party motor vehicle: (ii) Third Party liability: (iii) Employer's liability and workers' compensation: (iv) Professional liability: (v) Loss or damage to equipment and property: (vi) Other:

**Section 7: Agreement**

**Agreement  
For Lump Sum/Time Based Contracts**

Procurement Reference No: \_\_\_\_\_

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
between \_\_\_\_\_ of \_\_\_\_\_  
(hereinafter called "Procuring and Disposing Entity"), , and \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called "the Consultant").

**WHEREAS**

- (a) the Procuring and Disposing Entity has requested the Consultant to provide certain consultancy services (hereinafter called the "Services") as defined herein and attached to this Contract;
- (b) the Consultant having represented to the Procuring and Disposing Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

**NOW THEREFORE** the parties hereto agree as follows:

- 1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
- 2. The mutual rights and obligations of the Procuring and Disposing Entity and the Consultant shall be as set forth in the Contract, in particular:
  - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Procuring and Disposing Entity shall pay the Consultant the Contract Price of \_\_\_\_\_ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by \_\_\_\_\_ (Authorised Representative of the Procuring  
and Disposing Entity)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Part 4: Contract

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In the presence of:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed by \_\_\_\_\_ (Authorised Representative of the  
Consultant)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In the presence of:

Name: \_\_\_\_\_ Position: \_\_\_\_\_