# RWANDA ALLIED HEALTH PROFESSIONS COUNCIL

(Law N°46/2012 OF 14/01/2013)

# TENDER NOTICE

# EXTERNAL AUDIT 2024 – 2025

Notice N°. 006/T/2025 RAHPC

## TENDERING PREPARATION DOCUMENT

Rwanda Allied Health Professions Council in the framework of improving the quality of services delivered to registrants for ensuring its mandate of protecting the public and guiding the allied medical professions; is currently aiming at hiring an audit firm for its financial and corporate governance activities from **July 2024 to 30th June, 2025.**

### 1. Introduction

#### 1.1. Information to the service

- The present tender shall be undertaken under supervision of RAHPC
- The interested service providers are invited to submit a financial proposal and detailed bid.
- The service shall be implemented in accordance with mutual agreement

#### 1.2. Documents Comprising the Bid

The Bid shall comprise the following:

i. Bid submission of Quotation
ii. CPA certification at least for the head of the team, and CVs of all members of the team.
iii. RDB Copy of Trading License
iv. References of similar tenders executed
v. Any Other information that the bidder considers important to the award process as it may be indicated
vi. Tax Clearance
vii. VAT Registration certificate

### 2. Notification of Award and Signing of Agreement

- Before the expiry of the bid validity period, the council shall simultaneously notify the successful.
- The notification letter to the successful bidder (hereinafter called the "Letter of Acceptance") shall state the sum that the council shall pay the successful bidder in consideration of the execution, completion of the works by the bidder as prescribed by the contract (hereinafter and in the contract called the "contract price")
- The written and approved contract shall base on the bidding document, the successuful bid, any clarification received and accepted by the council to the successful bidder.
- Only the signed contract will constitute on officail commitment on the part of the council, and activities may begin until the contract has been signed by the successful bidder.
- After the completion of works or service the successful bidder will bring the invoice to the Finance Office for payment.

## 3. Terms of references

### 3.1. Overall purpose of the exercise

The main purpose of this assignment is to assess how the Council has been addressing the recommendation from the previous audits and review the fairness of the operations of the Council and the accounting process of the Institution; as well as the correct use of funds received from different sources of fund and the transparency of the disclosed accounting and financial information from **July, 2024 to June, 2025.**

### 3.2. Scope of the exercise

This audit aims at reviewing the Council compliance with the previous audit recommendation and verifying the internal control system to ensure the legality of the transactions carried out throughout the period under consideration and of the accuracy of their accounts keeping. The tasks to be undertaken include but not limited to:

1. Review the compliance with the previous audits recommendations
2. Review the effectiveness and efficiency of the financial statements
3. Review the reliability and integrity of financial and operating information and the means used to identify measure, classify and report such information.
4. Review the system established by management to ensure compliance with the policies, laws, regulations and contracts that could have a significant impact on operations and determine whether the Council is in compliance with its administrative and financial policies and procedures manual.
5. Ensure that the Council adheres to the corporate governance requirements as prescribed in the Council's internal rules and regulations.
6. Reviewing the operations or programs to ascertain whether the results are consistent with established objectives or goals and whether the operations or programs are being carried out as planned.

### 3.3. Expected Output

A comprehensive financial audit report comprising of detailed financial statements, all notes to the statements and a proper report, shall be submitted to the chairperson of Council. The report shall be well done, including an in-depth analysis on all aspects of accounting and financial management as listed above and evidence based recommendations for consolidation and improvement of RAHPC's financial and administrative management.

### 3.4. Reporting Requirements

**3.5.** The exercise shall kick off from **17*th* *November, 2025***. The audit firm shall submit the first draft of the report for review not later than ***05th December, 2025***. The final Report shall be submitted not later than ***19th December, 2025.*** The audit firm shall submit a report comprising:

- Submission of management letter
- Financial statement audit Reports
- Corporate Governance Audit Report

**3.5. Expression of Interest**

The proposals must include a description of the scope of work, timing of the assignment, a detailed composition of the team to be involved in the exercise as well as a breakdown of the fees and charges. The proposal shall include:

- A technical proposal highlighting how the team will carry out the task.
- Detailed work plan
- Financial proposal with detailed prices in carrying out the work.

**3.6. Experience**

The audit firm/ Service provider should have conducted the similar work with a minimum experience of two (2) years.

**3.7. Deadline**

The Deadline for submission of bids shall be the ***03rd November 2025*** **at 12.30 PM**. Late bids and shall be rejected.

**4. Important Bid information**

| **A. General requirements** | |
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| **1.1** | The RAHPC, hereinafter called ''Client" funded by itself. The Client intends to apply a portion of the funds to eligible payments under the tender **N°006/T/2025 RAHPC.**<br><br>The works *are: Hiring an auditor firm for the financial and administrative management* |
| **1.2** | The number of similar services (*To be filled by the bidder): With clear evidence* |
| **1.3** | The Key Personnel to be presented by the bidder for the execution of this tender shall be included in the bid. |

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| **B. Bidding Documents** | |
| **1.4** | The Procuring Entity address for clarification is:<br><br>Office line: **0787761008.** Physical address: **KK 495 street, Kicukiro, Kagina -Kigali.** |
| **C. Preparation of Bids** | |
| **1.5** | The language of the bid is English.<br><br>*Bidders shall not submit bids in more than one language.* |
| **1.6** | The Bid shall be valid for *one month period.* |
| **D. Submission of Bids** | |
| **1.7** | The Procuring Entity's address for the purpose of Bid submission is:<br><br><u>Physical address</u>: **KK 495 street, Kicukiro, Kagina -Kigali**. <u>Office line:</u> **0787761008.** |
| **1.8** | The envelope must be sealed and named as "**External Audit Tender 2024-2025**" |
| **1.9** | **The deadline for submission of bids shall be the *<u>03rd November 2025 at 12.30.</u> Late bids shall be rejected.*** |
| **E. Bid Opening and Evaluation** | |
| **1.10** | The bid opening shall take place at:<br><br>*RAHPC Boardroom Office –Kicukiro, Kagina - Kigali. By the RAHPC Internal tender Committee.* **<u>No electronic bids are allowed.</u>** |
| **F. Award of Contract** | |
| **1.11** | The Service Order shall be issued to the successful bidder. |

Done at Kigali the 14th October, 2025

Rene Cyizere

**Procurement Officer**
**Rwanda Allied Health Professions Council**