



Request for Proposal (RFP)

Date: 23 October 2025

Ref No: TIB/Proc/RFP/2025/48

To,

.....
.....

Subject: Request for Proposal (RFP) for the Provision of External Audit Service

TIB is hereby requesting for technical and financial proposals for the provision of “External Audit Service” following Terms of Reference (ToR) attached as **Annex-01**.

1. A firm will be selected under *Open Tendering Method* and procedures.
2. The RFP includes the following documents:
 - A. Overview
 - B. Instruction to Tender
 - C. Price Proposal (Summary Table for Financial Proposal) Annexure-2
 - D. Standard Terms of Reference (ToR) Annexure-1
 - E. KYC Form (Appendix-4)
3. A Pre-Proposal meeting will not be held.

Yours sincerely,

Md. Nazmul Hossain
Coordinator-Finance and Administration, TIB

Enclosed: A set of the RFP document.



A. Overview

Transparency International Bangladesh (TIB) is an independent, non-government, non-partisan, and non-profit organization with a vision of Bangladesh in which government, politics, business, civil society, and the daily lives of the people shall be free from corruption. In the context of the international movement against corruption, as the fully accredited national chapter in Bangladesh of the Berlin-based Transparency International (TI), TIB partners and cooperates with TI and its chapters worldwide. TIB is committed to values of democracy, justice, rule of law, transparency, accountability, integrity, and impartiality. TIB's mission is to catalyze and strengthen a participatory social movement to promote and develop institutions, laws, and practices for combating corruption in Bangladesh and establishing an efficient and transparent system of governance, politics, and business.

The potential firms/Organizations are hereby invited to submit technical and financial proposals to render services as external auditor for the period of 01 January 2025 to 31 December 2026.

1. RFP Schedule

Listed below are the key steps and estimated dates for this RFP process:

Planned Timetable	
RFP published date	23 October 2025
Bid clarification questions from service provider due date	28 October 2025
Deadline for reply from TIB	02 November 2025
Deadline for Bid Submission	06 November 2025 on or before 03:00 pm to TIB Tender Box
Bid Opening Date	06 November 2025 at 03:30 pm
Bid Evaluation & Due-Diligence Check	20 November 2025
Notification of Award Contracts	30 November 2025
Commence of Contract (Contract Start from)	01 February 2026



B. Instruction to Tender (ITT):

1. **Bid Clarification:** For any clarification or queries, please contact through this email ID ariful@ti-bangladesh.org.
2. **Proposal Validity:** Proposals shall remain valid for the period sixty (90) days.
3. TIB invites organizations/firms to demonstrate their interest to render services as external auditor hereinafter mentioned in this RFP and to provide information with documentary evidence as applicable to establish that they have-

i.	Company Profile	
ii.	Copy of updated trade license	MANDATORY Requirement
iii.	Copy of updated TIN certificate along with the Tax Return Certificate/ Acknowledgement Receipt	MANDATORY Requirement
iv.	Copy of VAT Registration Certificate/ BIN	MANDATORY Requirement
v.	Know Your Customer (KYC) Form, completed and signed - please see Appendix 4: KYC Form	MANDATORY Requirement
vi.	Minimum 03 years of relevant proven experiences (copy of WO/PO/Contract/Agreement related to audit of NGO/INGO/Donor agencies)	
vii.	Membership of Professional Bodies/ National or International Professional Bodies Affiliations for submitted services	MANDATORY Requirement
viii.	Client List (Name, Designation and contract details)	
ix.	The firm must submit RFP documents with seal, signature and date	MANDATORY Requirement

Note: Bidder must submit the mandatory required documents with their submission. Failing to submit mandatory document will be treated as non-responsive.

4. **Submission of Tender:** Tender/Proposal shall enclose and seal the original in one (1) envelope of the Proposal, duly mention **Email Address and Phone Number of Tenderer**. To consider the proposal valid, must submit at the below Office Address not later than **3:00 pm, 06 November 2025**.

Proposals submitted after the time and date specified above may, at TIB's sole discretion, be rejected and will remain unopened, destroyed, and eliminated from consideration. Please do not send your RFP responses to any TIB employee. Responses sent to any other location other than the above address will not be valid and as such, shall not be considered. a. Alternatives offers will not be permitted.

5. **Tender Submission Address:** Tenders to be submitted through hard copy to the below address:

Name - Transparency International Bangladesh
Office Address - MIDAS CENTER (Level 4), House No. 05,
Road No. 16 (Old 27), Dhanmondi, Dhaka 1209.

6. **Bid Opening:** The Client shall open the Technical Proposals and Financial Proposal received shortly after the deadline for submission and at TIB Head office by Procurement Committee.
7. **Evaluation:** Proposals submitted shall be reviewed and evaluated by TIB's internal evaluation team and may include non-allied and independent consultants retained by TIB now or in future for the sole purpose of obtaining evaluations of proposals. Bidders may be asked to further explain or clarify areas of their



proposal in writing during the evaluation process.

8. **Declaration:** The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/ group companies/ relatives are directly or indirectly participating in this RFP.
9. **Acceptance of Terms:** All the terms and conditions of this RFP shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified and agreed upon otherwise.
10. **Ownership of Proposals:** All documentation, including proposals, submitted to TIB will become the property of TIB.
11. **Deliverables and deadline will be as per ToR (Annex-01)**
12. **Scope of Services:** As per ToR (Attached as Annex 01)
13. **Qualifications of the Auditor:**

The auditor must be completely impartial and independent from all aspects of management or financial interests in the entity being audited. The auditor should not, during the period covered by the audit nor while undertaking of the audit is employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of the entity.

The auditor should be experienced and fully acquainted with national / International Standards on Auditing. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience, including a minimum of three years' experience in auditing the accounts of entities comparable in size and complexity compared with TIB.

Key Position	Professional & Education (Minimum)	Experience and Major Responsibilities
Engagement Partner	FCA	Minimum ten years of CA experience - Will be overall responsible for the assignment
Engagement Manager	CA/ACCA/CIMA/ CMA Qualified	Minimum five years' experience in Audit Management and consultancy - Will be responsible for overall activities - Will act as point of contact
Audit Supervisor	CA/ACCA/CIMA/ CMA Part Qualified	Minimum three years' experience in Audit Management and consultancy - Will be responsible for the leading field team
Audit Staff	CA/ACCA/CIMA/CMA Article Students	Minimum two years' experience in audit work. - Will be involved in field activities



Curriculum Vitae (CVs) are required for partners, team leader, supervisors and other personnel. CVs should include details on audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit.

14. **Payment Term:** TIB undertakes to pay valid invoices in full within twenty (20) working days from invoice date, for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information submitted by the auditor until the outstanding information is submitted. TIB shall not pay for travel and food costs, unproductive or duplicated time spent by the auditor on any assignment as a result of staff changes or redrafting of reports due to incorrect observations. Please note that expenditure incurred without prior approval of TIB shall not be reimbursed.
15. **Conflict of Interest:** The audit firm shall not receive any remuneration in connection with the assignment except as provided in the contract. The firm shall not engage in consulting or other activities that could potentially result in a conflict of interest.
16. **Confidentiality and Ownership:** The Audit Firm and staff members shall be held responsible for maintaining confidentiality of any information obtained in connection with and also prior to the audit. Any text, diagram, content, module, report, theme, information and any other intellectual property generated as a result of the services envisaged or prepared by the awarded audit firm shall belong to TIB. Submission of the proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the letter of engagement. TIB reserves the right to request additional information and to reject any and all proposals submitted.
17. **Contract Type:** The contracting document will be a fixed price contract to be signed once a firm has been selected. The awarded contract will include a statement of the total fixed price: the scope with stated deliverables and due dates; and invoicing information. Please be advised that under a fixed price contract the work must be done within the specified total price. Any expenses in excess of the agreed upon amount in the purchase order will be the responsibility of the CONTRACTOR and not that of TIB. Therefore, the OFFEROR is duly advised to provide its most competitive and realistic cost/budget proposal to cover all foreseeable expenses related to the tasks outline in the TOR.
18. **RFP Terms and Conditions Applied to Final Contract:** The terms and conditions of the RFP, including the specifications and the completed proposal, will become, at TIB's sole discretion, part of the final contract (the "Contract") between TIB and the selected bidder. In the event that responses to the terms and conditions will materially impair a Bidder's ability to respond to the RFP, Bidder should notify TIB in writing of the impairment. If the Bidder fails to object to any condition incorporated herein, it shall mean that the Bidder agrees with, and will comply with the conditions set forth herein. Any exceptions to the terms and conditions or any additions, which Bidder may wish to include in the RFP, should be made in writing and included in the form of an attachment to the applicable Section in the RFP.
19. **Negotiation:** Offerors's most competitive proposal is requested. It is anticipated that any award issued will be made solely on the basis of offeror's proposal. However, TIB reserve the rights to request responses to additional technical, management and cost questions which would help in negotiation and awarding a contract. TIB also reserve the right to conduct negotiation on technical, management or cost issues prior to award the contract. In the event that an agreement cannot be reached with a selected audit firm, TIB will enter into negotiation with alternate offerors' for the purpose of awarding a contract without any obligations to previously considered offeror's.



20. **Cancellation:** TIB may cancel this RFP without any cost or obligation at any time until certification of contract.
21. **Incurring Costs:** TIB is not liable for any cost incurred by offerors during preparation, submission or negotiation of an award for this contract.
22. **Rejection of Proposal:** TIB reserve the right to reject any and all proposals received, or to negotiation separately with any and all competing vendors.
23. **Language of Bid:** The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** only. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail.

Thanking you,

Md. Nazimul Hossain

Coordinator- Finance and Administration, TIB



Annexure 2: Cover Letter for Financial Proposal

To: Director, Finance & Administration
Transparency International Bangladesh (TIB)
MIDAS CENTRE (Levels 4 & 5),
House No. 05, Road No. 16 (New) 27 (Old)
Dhanmondi, Dhaka 1209, Bangladesh.

Dear Sir:

We, the undersigned, offer to provide the consulting services for [Audit Services] following your Request for Proposal dated [.....] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all regulatory levies and VAT. Respective VAT amount is shown in separate cost head in the cost proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



SUMMARY OF COST PROPOSAL

Items	Costs (In BDT)
Total Personal Cost including AIT:	
Other Cost:	
VAT Amount:	
Grand Total:	

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Company Seal/stamp: _____

Cost Breakdown for Two years

Cost Head	Cost including AIT	VAT Amount	Total Cost including AIT & VAT
Year -01			
Year -02			
Total Cost in two Years			

Note: Initial contract with the awarded firm will be for one year. Based on the satisfactory performance and presentation and the standard of audit report further period of extension may be given for next two years.