

Subject: Request for Proposal (RFP) 2021/02, in provision of financial audit services

Dear Potential Offerors:

The Woolcock Institute of Medical Research (Woolcock) is seeking proposals from qualified organizations interested in providing services to audit of our expenses for the periods of FY2020 and FY2021 as described in the attached solicitation.

Woolcock plans to award a subcontract issued on a fixed price basis. Offerors must propose costs that they believe are realistic and reasonable for the work. Cost proposals will be evaluated as part of a best value determination for subcontract award, including cost effective approaches to achieve results. Should further Amendments be necessary, potential bidders will be notified via email.

Submission

Deadline for submission: **Friday, 10th Dec 2021**

If your organization decides to submit a proposal in response to this solicitation, it must be submitted in accordance with the RFP at the designated place. Proposals, and modifications thereto, shall be submitted through the form as follows:

<https://airtable.com/shrcSdbEiGZFqBSCi>

The Offeror's proposal shall be valid for a period of 90 days, starting from the submission due date. In exceptional cases and prior to the expiry of the original tender validity period, the Contracting Authority may ask offerors in writing to extend this period by 40 days. Offerors that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated. All proposal documents prepared in response to this RFP shall be in English and all costs shall be expressed in Viet Nam Dong.

It is possible that oral discussions, either in person or via teleconferencing, will take place with those Offerors whose proposals are determined to be in the competitive range. Discussion questions will be sent to the concerned Offerors prior to the actual discussions. Specifics concerning how the discussions will be conducted will also be arranged at that time.

Questions

Any questions regarding this RFP should be received **in writing only**. Please send questions to Ms. Nguyen Thi Thanh Huyen at huyen.nguyen@sydney.edu.au.

Thank you for your interest.

Sincerely,
Nguyen Thi Thanh Huyen

**REQUEST FOR
PROPOSALS RFP
NUMBER 2021/02**

INTRODUCTION

The Woolcock Institute of Medical Research in Vietnam is an international NGO, registered with The Committee for foreign non-governmental organization affairs (COMINGO), and operating in Vietnam since 2009. Its major activity is conducting medical and health research, but it also undertakes training and capacity building.

It employs 50 people in Vietnam with a head office in Hanoi and other offices in HCMC and Ca Mau city. It also has field staff operating in several other Provinces. It has strong linkages with the National Lung Hospital (National TB Program) and Bach Mai Hospital as well as several other Institutes and Universities in Vietnam.

Its parent organization is the Woolcock Institute of Medical Research, a medical research institute, based in Sydney, Australia. It also has strong linkages with the University of Sydney. Most of its funding is the form of medical research grants from the Australian National Health and Medical Research Council.

The objective of this procurement is to solicit responsive offers from qualified, responsible, local firms and award a fixed price subcontract for the provision of **services to audit our office and projects' expenditures for the periods of FY2020 and FY2021**.

Offerors shall present their qualifications and experience relevant to the activities described in the next section. Cost is also an evaluation factor, but is less important than demonstrated success in implementing activity.

TERMS OF REFERENCE

Under this TOR, the Offeror will detail the approach and methodology to undertake and complete the following specific tasks:

1. Providing detailed checking of the financial management during FY2020 and FY2021 by Woolcock office and its projects in Vietnam, these include:
 - a. General and detailed financial report of National Lung Hospital, Hanoi Lung hospital, National Institute Of Hygiene And Epidemiology.
 - b. General and detailed financial report of every provinces
 - c. Report, financial management system including fund management, monetary transfer procedures, budget for internal activities in Woolcock office, and review financial controls (including petty cash checks, the storage of financial documents, etc).
2. To assess our compliance with Vietnamese financial regulations, with special focus on providing advice about the process we follow for money transfers from Australia to Vietnam, the accounting of funds expended under MOH financial approval according to MOH requirements and our compliance with tax laws.

3. Providing advice about improvements for our financial management.
4. To assess the data security status.
5. To form a view on that our main risks are mitigated.
6. To assess our compliance with Vietnamese labour laws.

DELIVERABLES

The following is a list of anticipated deliverables:

1. Detailed financial review, assessing the accuracy of reported expenditure, and identifying errors in accounting or missing receipts etc. This should be divided into Woolcock office and projects' expenses.
2. A report with recommendations to ensure compliance with Vietnamese law, including information for the Risk Register.
3. A statement of areas which need improvement from a systematic point of view and recommendations.

All final deliverables must be provided in English.

EVALUATION CRITERIA

As indicated above, all proposals will be evaluated by Woolcock Institute using the following criteria and scoring system:

Technical Proposal	20 points
Corporate Capabilities Statement	25 points
Key personnel	25 points
Sub-total, Technical:	70 points
Reasonableness of Budget to Methodology	20 points
Completeness of Budget	10 points
Sub-total, Cost:	30 points
Total Possible Points:	100 points