

**Subject: Request for Proposal (RFP) 2020/1, in provision of auditing & tax review service**

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 in the year 2019 and personal income tax review for the period from 2015 to 2019 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

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 must be sent no later than **30 September 2020** by submitting the application form in the link as follows: <https://airtable.com/shrcSdbEiGZFqBSCi>

The Offeror's proposal shall be valid for a period of 60 days, starting from the submission due date. 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 Thu Hien at [hien.nguyenthu@sydney.edu.au](mailto:hien.nguyenthu@sydney.edu.au)

Thank you for your interest.

Sincerely,

Nguyen Thi Thu Hien

## **REQUEST FOR PROPOSALS**

### **RFP NUMBER 2020/1**

#### **INTRODUCTION**

The Woolcock Institute is lung health research organisation, based at Sydney University, Australia (<http://www.woolcock.org.au/>). The Institute has operated in Vietnam since 2009, and is undertaking large and important operational and epidemiological research projects in collaboration with the National Tuberculosis Program in 11 Provinces, including Ha Noi and Ho Chi Minh City. Research in Vietnam currently focuses on tuberculosis. The Woolcock also runs training in epidemiological and operational research methods for Vietnamese doctors and public health workers.

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 the services to audit our office and projects' expenditures in FY2019 and personal income tax review for the period from 2015 to 2019.

The estimated period of performance of this subcontract to be issued through this RFP is from 16 - 19 November 2020.

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 FY2019 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.
7. Providing detailed checking of personal income tax (PIT) documentation during the period from 2015 to 2019 by Woolcock office in Vietnam, with special focus on PIT finalization report for these period.

## **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.
4. A report for indicating and quantifying possible, risks and hidden tax exposures; recommendations to mitigate the tax risks.

All final deliverables must be provided in English.