

CALL FOR TENDER: PROVISION OF EXTERNAL AUDIT SERVICES



BUSINESSBOTSWANA

BACKGROUND INFORMATION

Business Botswana (BB) is a Business Association of Employers representing employers in all sectors of the Botswana economy in an advocacy capacity. Due to changes in the business environment the organisation incorporated chamber activities in 1988. BB has been the vanguard and main voice of the private sector in Botswana since and has protected the economic interests of the business community through its philosophy of constructive policy dialogue, BB has won the confidence and respect of Government and other stakeholders in Botswana.

AUDIT OBJECTIVES

The objective of the Business Botswana audit is to obtain reasonable assurance that the financial statements reflect a true and fair view of the financial position of the organisation. The audit will be performed in accordance with International Financial Reporting Standards (IFRS) and International Standards of Auditing (ISA).

The audit report will include an Independent Auditors Report (opinion) on the financial statements. The audit will also include such other required schedules or analysis as Business Botswana has determined are necessary in order to ensure that resources are being managed properly. The auditors should assess the organisation's compliance with provisions of the relevant regulatory authorities.

SCOPE OF WORK

The successful external auditor will carry out an audit of the organisation in its entirety. The findings and recommendations shall include an action plan for Business Botswana in terms of organisational and accounting improvements depending on findings and its implications and shall accommodate management comments.

ELIGIBILITY CRITERIA

Eligible audit should meet the following criteria:

1. Compliance with legal requirements of registration
2. Experience of the audit firm with audit reporting under International financial reporting standards (IFRS) and International Standards on Auditing (ISA).
3. References for similar audits performed within the last three years.
4. Provide Audit Methodology , proposed work plan, curriculum vitae for the partner, manager and key staff proposed for the audit team.
5. Audit firm and staff must be independent of Business Botswana and its subsidiaries, and affirm their independence in the engagement letter.
6. Any actual or potential conflict of interest in taking up this role should be highlighted.
7. There should be a member of Business Botswana in good standing.

DELIVERABLES

The key deliverables will be:

1. Audited Financial Statements indicating if accounting standards have been applied and whether they reflect a true and fair view of the financial position of the company.
2. Management letter where matters that are not material to the financial statements, but which the auditors wish to communicate to Business Botswana may be reflected for management action.

COMMUNICATION AND REPORTS

All audit reports and accompanying statements of financial condition shall be presented in English.

SUBMISSION GUIDELINES

The proposal submitted should be a maximum of 20 pages exclusive of the statutory requirements which shall be attached separately. The proposal subject line should clearly read, **"TENDER: EXTERNAL AUDIT"**

The proposal should be addressed to **Head of Finance and Administration**.

MODE OF SUBMISSION:

Postal: P. O. Box 432, Gaborone

Hand deliver at : Plot 5196 Luthuli Road

Electronically submitted proposals can be emailed to: annah@bb.org.bw

By 30 May 2019