



**TENDER 7/2021.**

**TERMS OF REFERENCE**

**TENDER FOR OUTSOURCING 2017 TO 2020 PREPARATION  
OF FINANCIAL REPORTS**

**CLOSING DATE AND TIME:**

## TABLE OF CONTENTS

<b>SECTION A</b>	<b>BACKGROUND</b>
<b>SECTION B</b>	<b>TENDER INVITATION AND SUBMISSION</b>
<b>SECTION C</b>	<b>SCOPE &amp; SPECIFICATION OF TENDER</b>
<b>SECTION D</b>	<b>TENDER EVALUATION CRITERIA</b>

## SECTION A BACKGROUND

The Biosecurity Authority of Fiji (“BAF”) was established under the Biosecurity Act 2008. It is deemed a Public Enterprise as per the Public Enterprise Act 2019.

BAF’s mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect Fiji against the entry of regulated pests and diseases affecting animals, plants, human beings and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings and the environment in the Fiji Islands;
4. to eradicate, contain or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the biosecurity requirements of the receiving countries; and
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animals and plants into, out of and within Fiji and for the facilitation of Trade.

## SECTION B

## TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
  - i. To provide prospective Vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
  - ii. To ensure that a consistent level of information is obtained from each prospective Vendor; and
  - iii. To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Tender (“**RFT**”) for the goods or services as specified for BAF. Vendors are required to respond to this RFT demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions must be clearly marked “Tender 7/2021.: **OUTSOURCING 2017 TO 2020 PREPARATION OF FINANCIAL REPORTS**” and must be submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

The Tender Committee  
Biosecurity Authority of Fiji  
Level 3, FNPF Building  
Ellery Street  
Suva

Or emailed to [tender@baf.com.fj](mailto:tender@baf.com.fj).

4. For those bidders applying outside of Suva, you may send your sealed envelopes via any Registered Mail, to the abovementioned address. The Envelopes are to be clearly marked with the Tender Name and Number.
5. Bidders who will hand deliver their applications, are required to complete a tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
6. All proposals documents must be submitted before or on the closing date and time as indicated in the RFT document. Late proposals will not be accepted. BAF reserves the right change the closing date and any other dates that may appear in this RFP. Such changes will be advertised as they are made.
7. In the event of any problems with the delivery of the proposals, vendors should please contact Ms. Livia Vacereivalu, the Secretary to the Tender Committee on 8919734.
8. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.
9. All enquiries relating to the RFT should be submitted in writing to the Secretary to the Tender Committee or emailed [lvacereivalu@baf.com.fj](mailto:lvacereivalu@baf.com.fj) no later than                     .

## SECTION C SCOPE/ SPECIFICATIONS OF TENDER

BAF is seeking to appoint a reputable, experienced and professional service provider for the Provision of Outsourcing BAF Financial Reports from the year 2017 to 2020.

The Scope of the work is as follows and will cover the following Years:

- i. 1<sup>st</sup> January, 2017 to 31<sup>st</sup> December, 2017
- ii. 1<sup>st</sup> January, 2018 to 31<sup>st</sup> December, 2018
- iii. 1<sup>st</sup> January, 2019 to 31<sup>st</sup> December, 2019
- iv. 1<sup>st</sup> January, 2020 to 31<sup>st</sup> December, 2020

In Compliance with BAF Finance policies and procedures and in conjunction with International Reporting Standards in areas of Revenue, Expenses, Gains, Losses, Comprehensive income, Assets, Liabilities and Equity, the Financial Reports will cover the following:

- i. General Ledger Reconciliation
- ii. Fixed Asset Reconciliation
- iii. Fixed Asset Register update
- iv. Grant Reconciliation
- v. Deferred Income - identification of grant received and utilized, review of grant acquittals and processing of Journal entries
- vi. Accounts Receivable Reconciliation
- vii. Accounts Payable Reconciliation
- viii. Petty Cash Reconciliation and Rectification
- ix. Payroll reconciliation
- x. Vat account to FRCS Statement reconciliation
- xi. Provisioning
- xii. Accrual Posting
- xiii. Prepayment Reconciliation
- xiv. Deposits with Suppliers
- xv. Clearing Account Reconciliation
- xvi. Equity Account Reconciliation
- xvii. Prepare and action on adjusting entries
- xviii. Preparation of Statutory accounts 2017 – 2020 yearly and half yearly
  - a. Statement of Financial Position or Balance Sheet,
  - b. Statement of Financial Performance, or Income Statement,
  - c. Statement of Change in Equity,
  - d. Statement of Cash flow, and
  - e. Notes to Financial Statements
  - f. Fixed Asset Register

## **TENDER REQUIREMENTS**

### **Company Profile**

Provide a detailed company profile outlining the key management and years in operation.

### **Services**

Provide an outline of the Financial Reporting services provided and technical services which your firm considers to be relevant to BAF and the manner in which your firm proposes to deliver these services.

### **Service Team**

Provide details of the team engaged in preparation of the Financials that will be nominated to service BAF.

### **Expertise**

Please provide a detailed schedule of your main clients and years of experience dealing with such clients including same nature or capacity as BAF.

### **Value Proposition**

Describe the main reasons why BAF can be confident it will be best served by your company and why your company is better placed to deliver the services than other accounting firm.

Please provide an overview of the systems, procedures, and methodologies that your company utilizes to guarantee and monitor the standards and quality of its service offerings. Please provide details of the resources utilized in the control of quality.

### **Transparency**

Firms are to provide a detail breakdown of cost of service.

### **Referees**

Name and contact details of three (3) references who may be contacted by BAF. Details should include:

- i. Name, Designation, Phone Number, and email address of contact person
- ii. Relevance of reference to BAF.

## SECTION D TENDER EVALUATION CRITERIA

The following documents are compulsory and not part of the scaling system. If a bidder has not provided the following documents, they will be unable to move to the next round:

- i. Valid Business Company Registration Certificate
- ii. Tax Compliance Certificate
- iii. FNPF Compliance Certificate
- iv. Certificate of Public Practice (CPP)

The following table highlights the evaluation criteria:

	DESCRIPTION	POINTS
1.	<b>Administration</b>	10
	<ul style="list-style-type: none"> <li>- Background of bidding Firm (2.5 marks)</li> <li>- Reference Letters minimum of three (2.5 marks)</li> <li>- Years of being in operation (2.5 marks)</li> <li>- Number of clients both local and international (2.5 marks)</li> </ul>	
2.	<b>Technical</b>	50
	<ul style="list-style-type: none"> <li>- Shows ability to provide services as per Scope of Work (15 marks)</li> <li>- List of Experience and credentials of the head of the firms (10 marks)</li> <li>- Engagement Teams CV (10 marks)</li> <li>- Time Frame as per scope of work and commitment to meet the agreed deadline - (15 marks)</li> </ul>	
3.	<b>Cost</b>	40
	<ul style="list-style-type: none"> <li>- Value for money (10 marks)</li> <li>- Cost of Service VIP (15 marks)</li> <li>- Price Validity (5 marks)</li> <li>- Other costs, if any (10 marks)</li> </ul>	
	<b>Total</b>	100