BIOSECURITY AUTHORITY OF FIJI

EXPRESSIONS OF INTEREST (EOI)

EOI 02/2026-Engagement of an Accounting Firm for Preparation of yearly Financial Statements.

Closing Date: 20th August 2026

Closing Time: 5PM

1. Background

The Biosecurity Authority of Fiji (BAF) is a statutory authority established under the Biosecurity Act 2008 and is responsible for protecting Fiji from the introduction and spread of pests and diseases affecting agriculture, the environment and the economy.

BAF invites Expressions of Interest (EOI) from suitably qualified and experienced accounting firms to undertake a comprehensive financial records reconciliation and financial reporting assignment. The successful firm will assist BAF in reconciling its accounting records and preparing audit-ready financial statements for the pending financial years.

The engagement is intended to strengthen the integrity of BAF's financial records and facilitate the timely completion of outstanding external audits.

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2. Objective

The objective of this engagement is to appoint an independent accounting firm to:

- Review and reconcile BAF's accounting records.
- Reconcile all material General Ledger accounts.
- Review and reconcile the Fixed Asset Register (FAR).
- Prepare complete annual financial statements for pending years.
- Prepare comprehensive audit working papers and supporting schedules.
- Assist management during the external audit process.

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3. Scope of Services

The successful accounting firm shall undertake, but not be limited to, the following activities.

3.1 Planning and Initial Assessment

- Meet with BAF Management.
- Review existing accounting records.
- Assess completeness of available financial information.
- Prepare an inception report identifying key risks, information gaps and proposed work methodology.

3.2 General Ledger Review and Reconciliation

Review all accounting records maintained within the accounting system and reconcile all significant General Ledger accounts, including:

- Cash and Bank Accounts
- Accounts Receivable
- Accounts Payable
- Payroll Accounts
- Government Grant Accounts
- Deferred Revenue
- Investments
- Inventory (where applicable)
- Accruals
- Provisions
- VAT Accounts
- Deposits
- Suspense Accounts
- Clearing Accounts
- Equity Accounts
- Fixed Assets Register
- All other material balance sheet and income statement accounts

The accounting firm shall:

- Investigate reconciling items.
- Prepare reconciliation schedules.
- Recommend adjustments.
- Prepare adjusting journal entries.
- Resolve historical accounting discrepancies where practical.

3.3 Financial Statement Preparation

Prepare complete financial statements for:

- Financial Year Ended 31 December 2022
- Financial Year Ended 31 December 2023
- Financial Year Ended 31 December 2024
- Financial Year Ended 31 December 2025

Financial statements shall include:

- Statement of Financial Position
- Statement of Financial Performance
- Statement of Changes in Net Assets/Equity
- Statement of Cash Flows
- Notes to the Financial Statements
- Accounting Policies
- Comparative Figures
- Disclosure Notes

The financial statements shall comply with the applicable financial reporting framework adopted by BAF and all relevant legislative and regulatory requirements.

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3.4 Audit Working Papers

Prepare comprehensive audit-ready working papers including:

- Lead Schedules
- Trial Balance Mapping
- General Ledger Listings
- Balance Sheet Reconciliations
- Supporting Schedules
- Fixed Asset Schedules
- Grant Reconciliations
- Investment Reconciliations
- Journal Listings
- Analytical Review Schedules

All working papers shall be indexed and cross-referenced to the financial statements.

3.5 External Audit Support

Provide technical assistance during the external audit including:

- Responding to audit queries.
- Preparing additional schedules requested by auditors.
- Explaining accounting adjustments.
- Supporting management throughout the audit process until completion.

3.6 Knowledge Transfer

At completion of the assignment, the accounting firm shall:

- Conduct handover sessions with Finance staff.
- Explain all reconciliation schedules.
- Provide copies of all working papers.
- Provide recommendations for improving financial reporting processes and internal controls.

4. Deliverables

The successful firm shall provide the following deliverables:

1. Inception Report.
2. Reconciled General Ledger for all financial years (2022–2025).
3. Reconciled Fixed Asset Register.
4. Balance Sheet Reconciliation File.
5. Schedule of all adjusting journal entries.
6. Audit-ready working paper files.
7. Draft Financial Statements for 2022–2025.
8. Final Financial Statements for 2022–2025.
9. Handover Report and knowledge transfer session.

5. Duration

The assignment is expected to commence immediately upon contract award and be completed within **16 to 20 weeks**, subject to the timely availability of records and information from BAF.

6. Eligibility Requirements

Interested firms must demonstrate:

- Registration as an accounting firm in Fiji with Certificate of Public Practise
- Membership with Fiji Institute of Chartered Accountants (FICA), Chartered Accountants Australia and New Zealand (CA ANZ), CPA Australia, ACCA, or an equivalent recognised professional accounting body.
- A minimum of five years' experience in preparing financial statements and conducting financial reconciliations.
- Demonstrated experience working with statutory authorities, government entities, public sector organisations, or donor-funded projects.
- Strong technical expertise in IPSAS, IFRS, or other applicable financial reporting standards.
- Availability of a qualified engagement team, including at least one Partner or Director and a dedicated Engagement Manager.
- Professional indemnity insurance.

7. Submission Requirements

Interested firms shall submit:

- Company profile.
- Certificate of registration.
- Professional memberships.
- Details of similar assignments completed.
- Curriculum vitae of key personnel.
- Proposed methodology.
- Detailed work plan.
- Project timetable.
- Financial proposal (inclusive of all applicable taxes).
- At least three referees from similar engagements.

8. Evaluation Criteria

Criteria	Weight
Relevant experience with similar assignments	30%
Qualifications and experience of key personnel	25%
Proposed methodology and understanding of the assignment	20%
Work plan and implementation schedule	10%
Financial proposal	15%

9. Confidentiality

The successful firm shall maintain strict confidentiality regarding all financial records, operational information, and documentation obtained during the course of the engagement.

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10. Conflict of Interest

All firms must disclose any actual or potential conflicts of interest that could affect their independence or objectivity.

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11. Submission of Expressions of Interest

Expressions of Interest should be clearly marked:

"Expression of Interest – Engagement of an Accounting Firm for Preparation of Financial Statements (2022–2025)."

Submissions should be addressed to:

The Tender Committee
Biosecurity Authority of Fiji

Should be hand delivered to:

Level 3 Provident Plaza, Ellery Street, Suva Fiji

Closing Date: **17/08/2026**
Closing Time: **5pm**

Late submissions may not be considered.

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12. Reservation of Rights

The Biosecurity Authority of Fiji reserves the right to:

- Accept or reject any or all Expressions of Interest.
- Request additional information from applicants.
- Shortlist firms for further evaluation or interviews.
- Negotiate the scope, methodology, timelines, and fees with the preferred firm.
- Cancel or amend this EOI process without incurring any liability.
- Not award a contract if it is deemed to be in the best interests of BAF.