

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRM SELECTION)

ASSIGNMENT TITLE: PROVISION OF EXTERNAL AUDIT SERVICES

REFERENCE NUMBER: KETRACO/PT/006/2018

Kenya Electricity Transmission Company Limited (KETRACO) invites sealed bids from eligible firms for **Provision of External Audit Services**. KETRACO requires an external Audit Service consultant that will provide high quality Service in accordance with International Financial Reporting Standards (IFRS) and the Kenyan Companies Act Cap 486 Laws of Kenya. The selected Audit firms are expected to have at least 10 years audit experience with Companies whose annual turnover exceeds KShs. 2.5 billion. In addition, they should demonstrate evidence of Audit experience with State Corporations/ Government Departments.

The services under this EOI will include, but not limited to the following:-

1. Undertake Audit of the annual financial statements in accordance with the International Financial Reporting Standards (IFRS) and the Kenya Companies Act and annual tax computation.
2. Conducting Donor funded project audits.
3. Conduct System Audits to evaluate the strengths and weaknesses of internal controls and propose improvements.
4. Advice on the Company's Risk Management processes.
5. Evaluate and advise on the Company's Corporate Governance Practices.

The expected duration of engagement for the selected firm (s) is three (3) years. For the purpose of demonstrating **experience** in the expression of interest, firms should provide the following:-

- i. Relevant specific experience of the tenderer related to the assignment (documentary evidence should be provided).
- ii. A brief description of the firm's / organization, an outline of recent experience and recent experience on assignments of a similar nature with State Corporations/ Government Departments.
- iii. Demonstrate working knowledge, competencies and experience in carrying out similar/ related services. The Audit Firm is expected to have at least 10 years audit experience with companies whose turnover exceeds Kshs. 2.5 billion per annum.
- iv. In each assignment the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- v. The tenderer shall give a description of the methodology and work plan for performing similar assignments, give details on the approach, strategies, design and methodology to ensure effectiveness of the assignments and a comprehensive time schedule for undertaking the assignment presented in a Gantt chart.
- vi. Human Resource Capacity – The tenderer should provide a list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- vii. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments.
- viii. Estimates of the total staff input (professional and support staff-man hours) needed to carry out an assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

In addition, interested firms should provide the following:-

- Copy of certificate of Registration/ Incorporation.
- Copy of valid Tax Compliance Certificate.
- Copy of certificate of registration with the Institute of Certified Public Accountants of Kenya (ICPAK) for the firm or partner.
- Duly filled and signed Confidential Business Questionnaire.
- Duly filled and signed Bidder's Declaration and Integrity Pact.

KETRACO will prepare a short list of a **maximum of six (6) firms** to be pre-selected on the basis of the expressions of interest received to whom it will send a request for proposals to perform the services. Interested consultants may obtain further information at the address below during office hours, *i.e.* 09:00 AM to 04:00 PM East Africa Time (EAT)

Ag. General Manager Finance and Strategy
Attn: Tom Imbo
Kenya Electricity Transmission Company Limited (KETRACO)
Mezzanine Floor, KAWI Complex, Block B
Popo Road, off Red Cross Road, South C
P.O Box 34942 – 00100
Nairobi, Kenya.
Email: timbo@ketraco.co.ke

Expressions of interest must be delivered to the address below by **13th August, 2018 at 10.00 AM East Africa Time (EAT)**.

Company Secretary
Kenya Electricity Transmission Company Limited (KETRACO)
4th Floor, KAWI Complex, Block B
Popo Road, off Red Cross Road, South C
P.O Box 34942 – 00100
Nairobi, Kenya.
Email: dmacharia@ketraco.co.ke

SENIOR MANAGER, SUPPLY CHAIN MANAGEMENT