



## **Committee for the Promotion of Medical and Humanitarian Aid to Afgahnistan**

کمیته حمایت از کمک های طبی و بشردوستانه به افغانستان

### **Request for Quotation**

#### **About C.P.H.A.:**

The Committee for the Promotion of Medical and Humanitarian Aid to Afghanistan (C.P.H.A) is an international non-profit, non-governmental humanitarian organization, providing medical and humanitarian aid irrespective of the person, race, religion, or ethnic origin. The organization raises funds from private donors, companies (in-kind donations and money), generates public grants, and organizes project sponsorships.

C.P.H.A. is running the Chak-e-Wardak Hospital Project since 1989, the only project of the organization having 65 beds, 40 of them only for women and children.

Chak-e-Wardak Hospital is a District Hospital providing EPHS to the residents of Chak and neighboring districts, and is an important part of referral system in the province. The hospital manage and diagnose patients referred by other health facilities and the cases that cannot be treated in the hospital are transferred in the hospital ambulance to higher level health facility in Maidan Shar.

The service delivery at the Chak-e-Wardak Hospital focuses on four major domains; diagnostic, clinical services, support functions and management. The Hospital is comprised of various departments, such as general and orthopedic surgery, medicine, pediatrics, obstetrics and gynecology services, male and female physiotherapy, vaccination, mental health, dental services, male and female health education and nutrition. The hospital also has an equipped laboratory, radiology (digital x-ray), ultrasound and electrocardiography sections, blood transfusion, and pharmacy services.

#### **Statement of Work:**

Committee for the Promotion of Medical and Humanitarian Aid to Afghanistan (C.P.H.A.) is inviting quotations to perform External Annual Financial Audit of C.P.H.A. in Kabul.

The financial year of C.P.H.A. starts on January 01 and ends on December 31 while the annual estimated budget of C.P.H.A. is USD 600,000 with a number of transaction between 500 and 700.

The requested work contains the following:

1. Comprehensive audit of the financial statements of C.P.H.A. and its project (Chak-e-Wardak Hospital) in Afghanistan for the year 2023.
2. Consolidated Audit Report including management letter
3. Compliance with generally accepted financial audit practices, including ethical conduct and protection of confidential information.
4. Work with management to help improve the financial systems in place at C.P.H.A. and reduce risk for the organization.

**Requirement for Quotation:**

The submitted quotation should at least contain the following information and documents;

1. Contact information:

- Company name,
- Primary contact person,
- Company address,
- Official phone number
- Official email address
- Official website.

2. Background and Experience

- Describe your organization's expertise and experience related to auditing, specifically auditing an organization similar to C.P.H.A.
- Confirm the credentials of the organization to perform the services in compliance with generally accepted practices and requirements by funders and government agencies.
- Outline your approach for conducting the requested services.

3. Key Staff

- Identify key staff that will be dedicated to conducting the requested services.
- Describe the education and experience of key staff relevant to the requested services.

4. Budget

- Provide a total and a breakdown of fees and expenses for the requested services including tax.
- Provide a proposed payment schedule.
- Identify your firm's procedure for discussing and addressing, with the client, any unexpected audit work that may result in additional billable hours.

5. Other

- Valid Certificate of Registration.
- Firms Tax Identification Number (TIN).
- International Affiliation (if any)

**Qualification & Requirements:**

C.P.H.A. is committed to a fair selection process and will use the following rating scheme to evaluate competing quotations:

- Background and Experience
- Key Staff
- Budget

C.P.H.A. reserves the full right to select the quotation that best fit for the required work.

**Submission Guideline:**

- Interested qualified firms should submit their quotation (package) to:
  - Hard copy: Street No. 8, near Gharwal Masjid, Taimani, Kabul, Afghanistan
  - Electronically: [abdul.waheed@chak-hospital.org](mailto:abdul.waheed@chak-hospital.org)
- The closing date for receipt of quotations is **Sunday, January 21, 2024**. Quotations received after this date will not be considered.
- Only successful quotation will be contacted.

**Note:** C.P.H.A. will not be responsible for the transportation and accommodation of auditors. However, office space, food and tea would be provided as per C.P.H.A.'s regulation during the assignment.