



SPREP

Secretariat of the
Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21 929
F: +685 20 231
W: www.sprep

SPREP Circular

File: FN 1/2

Date: 28 June 2010

Circular: 10/55

To: SPREP National Focal Points

Subject: **Tender for Audit of SPREP Annual Accounts for Financial Years 2010 and 2011.**

The current external auditors of the Secretariat of the Pacific Regional Environment Programme finish their two-year term at the end of this year.

In accordance with SPREP Meeting requirement, tenders are invited for the audit of SPREP's Annual Accounts for each of the years ending 31 December 2010 and 2011. Tenders will close on 23 July 2010.

I would be grateful if Governments and Administrations could pass on a copy of the attached Notice to all the major auditing firms in your country, to ensure the tender obtains the widest possible coverage.

Yours faithfully,

Kosi Latu
Acting Director

KL/AT/ae





Request for Tenders

SPREP

Secretariat of the Pacific
Regional
Environment Programme

PROE

Programme régional
océanien de
l'environnement

File: F/N 1/2
Date: 28 June, 2010
To: Interested suppliers
Contact: Alofa Tuuau

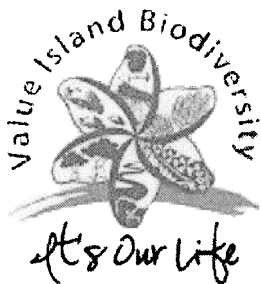
Subject: Appointment of Auditors for SPREP Financial Years 2010 and 2011

1. Background

- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified audit firms who can offer their services to undertake the audit of the accounts of the Secretariat of the Pacific Regional Environment Programme for the financial years ending 31 December 2010 and 31 December 2011.
- 2.2. The decision on the successful tender will be made by the 21st SPREP meeting in September 2010. Qualified audit firms which would be interested in submitting a formal tender are requested to contact SPREP direct.
- 2.3. The successful tenderer will be offered a contract for the two year period 2010 – 2011 to undertake the corporate audit of SPREP's annual accounts and other operations.
- 2.4. SPREP has a total budget expenditure in 2010 of US\$10.4 million. The net assets **holding** for the last financial year is at \$1.939 million with total assets of \$9.113 million and liabilities of \$7.174 million.



- 2.5. There are currently 55 staff members. The accounting package used is ACCPAC for windows. This is a multi currency system and the modules used are General Ledger, Accounts Payable, Common Services, Administrative Services, Asset Management and Cashbook. All these modules are integrated.
- 2.6. The Secretariat maintains 16 bank accounts (including foreign currency accounts) and at least twenty foreign currency term deposits with commercial banks in Samoa. In addition, periodic financial returns are required to be furnished to international aid agencies. For certain projects, separate audits need to be performed.

3. Conditions: information for applicants

To be considered for this tender, interested suppliers must be licensed auditors with considerable experience in auditing the financial records and other procedures of public organisations, with some experience with inter-governmental or regional organisations.

- 3.2. In addition to being qualified and capable to audit SPREP's annual accounts, interested suppliers must be capable of auditing other operations (human resources management, staff policies and internal controls) against agreed standards, including the recommendations of a 2009 European Commission institutional assessment.

Financial Regulations prohibit audit firms that are in any way connected with SPREP or which previously served as SPREP's auditor from being appointed. Attachment 1 includes excerpts from the Financial Regulations for SPREP provided to assist interested parties in registering their interest.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated below and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets / curricula vitae), timeframes and costs.

5. Evaluation criteria

- 5.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria:
- 5.2. Experience in the audit of similar inter-governmental agencies or similar regional organizations, would be an advantage
- 5.3. Qualified personnel to undertake the audit; staff profile of staff involved with the audit must be provided.
- 5.4. Demonstrated in its proposal its ability to conduct the audit in a competent and professional manner
- 5.5. A competitive fee for the conduct of the assignment. Note that the 'value for money' assessment will consider economy, efficiency and effectiveness, which does not necessarily favour the cheapest tender.

6. Deadline

- 6.1. The deadline for submission of the tender is: 23rd July 2010.
- 6.2. Late submissions will be returned unopened to the sender.
- 6.3. Please send all tenders clearly marked 'TENDER: FOR AUDIT to:
mail: SPREP
PO Box 240
Apia, SAMOA
Email: AlofaT@sprep.org
Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception,
Vailima, Samoa.

Attachment 1

Excerpt from SPREP's Financial Regulations

EXTERNAL AUDIT

Regulation 27 (d) – Financial Statements

The accounts for each financial year shall be submitted by the Director to the Auditors by 31 March following the end of that financial year.

Regulation 29 – Appointment of Auditor(s)

On the Director's recommendation, the SPREP meeting shall appoint biennially one or more Auditors in no way connected with the Secretariat on such terms as it sees fit to undertake the audit of the Secretariat's annual accounts.

Regulation 30 – Regularity of Audit

The Auditor shall make annually and at such other times as the SPREP Meeting considers necessary an independent audit in order to certify:

- (a) that the financial statements are in accord with the books and records of the Secretariat;
- (b) that the financial transactions reflected in the statements are accurate and in accordance with the rules and regulations, the budgetary provisions and other applicable directives;
- (c) that the securities and money on deposit and on hand have been verified by certificate received direct from the Secretariat's depositories or by actual count;
- (d) the accuracy of the records of stores, furniture, equipment and other property of the Secretariat and the adequacy of control exercised thereover.

Regulation 31– Assistance to Auditor(s)

The Director shall ensure that the Auditor is supplied with every facility required for the proper discharge of its audit duties and shall respond promptly to any queries that may be raised.

Regulation 32 – Scope of Audit Report

The Auditors, in their report on the accounts certified, shall mention:

- (a) the extent and character of their examination and any changes in accounting practice;
- (b) matters affecting the completeness or accuracy of the accounts;
- (c) the accuracy or otherwise of the supplies and equipment records as determined by stocktaking and examination of the records;
- (d) the adequacy of financial procedures including internal control matters and adherence to the financial regulations;
- (e) the adequacy of insurance cover for the buildings, stores, furniture, equipment and other property; and
- (f) any other matters which should be brought to the notice of the SPREP Meeting.

Regulation 33 – Submission of Audit Report

The Auditors shall submit their report to the Director as soon as possible following the end of the fiscal year to which it relates. The Director shall circulate the full report of the Auditors including comments on the financial operations of the Secretariat and accounts, together with such remarks as the Director may wish to offer to members, prior to the next SPREP Meeting.