



# Request

# For Quotation

# Services for Annual Financial Audit

Main Facts Table	
RFQ reference	RFQ_001_Pacific
RFQ launch date	12 <sup>th</sup> August 2025 (readvertised)
Contract Manager	Sandhya Prasad
Deadline for submission of offers	26 <sup>th</sup> August 2025

Submission of offers to [procurement@plan-international.org](mailto:procurement@plan-international.org).

*Please include the RFQ reference number above in all correspondence*

## Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face.

We support children's rights from birth until they reach adulthood and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

**We won't stop until we are all equal.**

Read more about Plan International's Global Strategy: **Girls Standing Strong** at <https://plan-international.org/strategy>

## 1. Requirements

Plan International in the Pacific is seeking to contract a professional and capable firm to conduct audit of the financial performance of our offices in the Pacific; Fiji, Papua New Guinea and Solomon Island. Under the Charitable Trust Act, it is mandatory for us to carry out such an audit.

This is an extract from the Charitable Trust Act which requires the filing of audited annual accounts of all charitable trusts that are registered under the Charitable Trust Act.

"Annual return to be made by charitable trusts"

29A:

1. Every charitable trust shall, once at least in every year, make to the Registrar a return containing the names and addresses of all the trustees, board members and office bearers of the charitable trust and a copy of the audited annual accounts of the charitable trust.
2. Where a charitable trust fails to make a return as required under subsection (1), the Registrar shall cancel the incorporation of the charitable trust, unless the Registrar is satisfied that there are good reasons for the failure to make a return.' (Inserted by Decree No.28 of 2013 –eff. Oct.21/13)
3. The Registrar may publish and make publicly available any information in relation to the non-compliance of a charitable trust, including the names of the trustees and board members of the charitable trust, if the charitable trust fails to comply with subsection
4. (Act.No.33/2020eff 11/9/2020) 2

### Requirements (to be met in full):

The audit shall be carried out by an external and qualified auditor. The auditor or audit firm must be completely impartial and independent from all aspects of management or financial interests of any organization. Bidder to stipulate the legal registration documentations and proposed number of resources, along with the competencies, qualifications and experience of each resource. Bidders will be able to attach the CV and other documentation supporting their relevant experience of proposed individual/team when responding.

### Services and Expected Timeline of Deliverables:

Deliverable number	Deliverables	Deliverable Costs
1	Document Review	21 <sup>st</sup> October
2	Draft Audit Report	15 <sup>th</sup> November
3	Draft Management Letter	18 <sup>th</sup> November
4	Report of Factual Findings	22 <sup>nd</sup> November
5	Final Audit Report and Management Letter	28 <sup>th</sup> Novemeber
6	Audit sign-off	1 <sup>st</sup> December



- The audit report should come with an opinion on the audit of the financial statements.
- The auditor to prepare a full set of financial statements as per IAS 1
- The auditor should provide an e-copy of the signed audit report and 3 hard copies as well.
- All the financial reports will be in the local currency and group currency (EURO)

### Confidentiality

The use of any/all information obtained in the conduct of the audit shall be primarily and solely decided upon by PII. No information therefore shall be used for any other purpose without the written and prior consent from PII

## 2. List of documents to be submitted with the RFQ

RFQ must be inclusive of the following documents:

No.	Document	Form/Document
1	Supplier Questionnaire (Inclusive) of Health & Safety Policy, ISO Accreditation and any other requested policies as outlines in the questionnaire). All suppliers should complete this form unless they have already completed a similar form within the last three years.	All companies to complete. Individuals need only complete applicable areas, the areas that are not applicable to be marked as N/A  ANNEX C - Supplier Questionnaire.docx
2	Plan International Non-Staff Code of Conduct. It is mandatory for all supplier to agree to this policy.	Please sign this document  ANNEX D - Non-staff Code of Conduct.pdf
3	Detailed proposal in response to the ToR including proposed scope, methodology and timelines. Financial proposal excluded	
4	Company profile / Team Structure	
5	Detailed Financial proposal, including rates, expenses etc. (ple	
6	CV's of consultant(s)	
7	Contact details of three Referees. (Referees may only be contacted in the final stages of the process and only with your permission)	Type of contract, period of performance, company name,

		contact name, telephone number, e- mail
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### 3. Submission of offers

Offers must be received before the deadline specified in the “Request for Quotations”

The offer must be sent via email to [Procurement@plan-international.org](mailto:Procurement@plan-international.org) with the subject line “RFQ\_001\_Pacific”.

### 4. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.

Plan International, at its sole discretion, will select the successful RFQ.

Plan international shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier and a site visit by Plan International staff, to offices.

**Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.**

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

### 5. Contract Payment terms

Please note that, if successful, Plan International’s standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

### 6. Plan International’s Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

### 7. Clarifications

The onus is on the invited companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email:

[procurement@plan-international.org](mailto:procurement@plan-international.org)

Thank you for your proposal.