



Title	Request For Quotations (RFQ) For Audit services
Procurement Ref. No.	ESAAMLG -RFQ -2026-15
Date of Issue	8 July 2026
Closing Date	17 July 2026 16:00 EAT
Expected Delivery Date	

1. Supplier Information

Company Name	
Contact Person	
Phone Number	
Email Address	
Physical Address	
TIN / VAT Number	

1. Introduction

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) invites qualified and experienced audit firms to submit proposals for the provision of external audit services. The selected firm will conduct independent audits of ESAAMLG's financial statements and operations in accordance with the International Financial Reporting Standards (IFRS) and the International Standards on Auditing (ISA) and provide an opinion on whether the financial statements present fairly, in all material respects, the financial position and performance of ESAAMLG.

2. Background

The Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) is a Regional Body subscribing to global standards to combat money laundering and financing terrorism and proliferation. Its 22 Member Countries are Angola, Botswana, Burundi, the Democratic Republic of Congo (DRC), Eritrea, Eswatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe and includes a number of regional and international observers

The Secretariat, headquartered in Dar es Salaam, Tanzania, manages program activities and administrative functions with an annual budget of approximately **USD 3,076,300**. To uphold transparency, accountability,

and sound financial governance, ESAAMLG engages independent external auditors to review its financial statements and operations on a yearly basis. The ESAAMLG Secretariat invites qualified and independent audit firms to submit technical and financial proposals for the provision of external audit services for the financial years ending 31 March 2027, 31 March 2028, and 31 March 2029.

The proposal should include the firm's approach and methodology, relevant experience and qualifications, proposed audit team, audit timetable, and a detailed cost breakdown for each financial year. The selected firm will be expected to conduct annual audits of ESAAMLG's financial statements and provide an independent audit opinion in accordance with the applicable financial reporting framework and International Standards on Auditing (ISA).

3. Objectives of the Audit

- Provide an independent opinion on ESAAMLG's financial statements.
- Assess compliance with applicable accounting standards and donor requirements.
- Evaluate internal controls and risk management processes.
- Identify areas for improvement in financial management and governance.

4. Scope of Work

The audit will cover:

- Annual financial statements for the fiscal year ending 31st March 2027, 31st March 2028 and 31st March 2029
- Review of accounting records, supporting documents, and internal controls.
- Verification of compliance with ESAAMLG's financial policies and donor agreements.
- Assessment of asset management, procurement, and expenditure processes.
- Preparation of an audit report with findings, recommendations, and management letter.

5. Qualifications and Experience

The audit firm must demonstrate the capability to perform the engagement in accordance with generally accepted accounting principles, auditing standards, and other applicable standards.

a) General content

i) Cover letter indicating the firm's name, the firm's contact person responsible, Telephone and Fax numbers of the firm, the mailing address of the firm, and e-mail addresses for principal(s) that will be assigned to this engagement.

ii) Relevant registration status in Tanzania (attach copies of relevant documentation).

b) Technical content

The audit firm will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Quotations.

To meet this requirement, the audit firm:

- i) must demonstrate proven experience in providing external audit services to inter-governmental organizations, international non-governmental organizations (INGOs), public sector institutions, or similarly complex entities operating within an international or multi-donor environment. The firm should have a minimum of five (5) years' relevant experience in auditing organizations of a comparable nature and complexity
- ii) should provide evidence of its classification as a **medium or large audit firm** in accordance with the categorization issued by the National Board of Accountants and Auditors (NBAA) of Tanzania. Such evidence may include valid registration certificates, classification confirmation, or any other official documentation issued by NBAA demonstrating the firm's eligibility status. Only firms within the medium or large category will be considered for this engagement.
- iii) must be independent and free from any actual, potential, or perceived conflict of interest in relation to the Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG). The firm shall confirm that neither the firm nor any of its partners, directors, or key personnel have any financial, professional, or personal relationships that could impair their independence or create a conflict of interest in the execution of this engagement. A formal declaration of independence and conflict of interest must be submitted as part of the proposal.
- iv) shall provide a detailed list of the staff members proposed to be assigned to this engagement, including those responsible for directing and supervising the overall audit services. For each team member, the firm must submit relevant information including educational qualifications, professional experience, curriculum vitae (CV), and details of professional certifications or licenses held. The submission should clearly indicate the roles and responsibilities of each team member within the engagement

6. Financial Proposal Format

The financial proposal should clearly outline all costs associated with audit engagement. Proposals must include the following details:

- **Fixed fee for the initial year** – broken down by staff level, number of days, and applicable rates.
- **Estimated fees for subsequent renewal years** – to provide visibility on long-term costs.
- **Reimbursable expenses** – itemized with justification (e.g., travel, accommodation, or other allowable costs).
- **Payment terms** – specifying schedule and conditions.

Financial Year	2026/2027	2027/2028	2028/2029	Total
Professional Fees				
VAT (18%)				
Subtotal				

Disbursements				
Grand Total				

7. Deliverables

In successfully completing the scope of work, the appointed audit firm shall provide the following outputs:

1. **Engagement Letter** Within one week of the purchase order award, the auditors shall issue an engagement letter outlining their responsibilities and confirming the understanding of services for the audit of ESAAMLG's financial statements for the relevant financial period. In the event of any inconsistency, the purchase order and its scope of work, terms, and conditions shall prevail over the engagement letter.
2. **Progress Reporting** The auditors shall provide weekly progress updates to ESAAMLG's Finance Manager throughout the audit process. Any discovery of fraud, suspected fraud, waste, illegal acts, or indicators thereof must be reported immediately in a separate written communication to the Executive Secretary.
3. **Draft Audit Report** A draft audit report shall be submitted to ESAAMLG management for review prior to finalization.
4. **Final Audit Report and Opinion** A final audit report, including the auditor's opinion on whether ESAAMLG's financial statements present fairly its financial position and results of operations in accordance with International Financial Reporting Standards (IFRS). This opinion must be delivered within ten (10) business days of signing the engagement letter.
5. **Management Letter** A comprehensive management letter highlighting audit findings, weaknesses, and recommendations. This should cover matters affecting the financial statements, internal controls, accounting systems, compliance with applicable regulations, and any identified weaknesses requiring corrective action.
6. **Presentation of audit report** A formal presentation of the audit reports and recommendations to the ESAAMLG Secretariat, ESAAMLG Task Force of Senior Officials and Council of Ministers
7. **Exit Meeting An exit interview** with ESAAMLG senior management to review the draft audit report and management letter, ensuring clarity of findings and agreements on recommendations prior to finalization.

8. Eligibility Criteria

Interested firms must demonstrate the following:

- **Legal Registration and Licensing** – Valid registration and authorization to operate as an audit firm with relevant regulatory authorities.
- **Relevant Experience** – Proven track record in auditing international organizations, NGOs, or intergovernmental bodies, with evidence of at least three comparable engagements.
- **Technical Expertise** – Strong knowledge and application of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA).

- **Qualified Team** – Availability of a competent audit team with professional qualifications such as CPA, ACCA, or equivalent.
- **Independence** – Assurance of independence and confirmation of no conflicts of interest in undertaking the assignment.
- **Organizational Category** – Firms must provide evidence of classification as a medium or large entity, as defined by the National Board of Accountants and Auditors Tanzania (NBAA). Documentation supporting this classification must be submitted with the proposal.

8.1. Proposal Requirements

Proposals must include:

- Company profile and legal registration documents.
- Details of relevant audit experience.
- CVs of key audit staff.
- Technical approach and methodology.
- Work plan and timeline.
- Financial proposal (fees, expenses, and payment terms).
- References from at least three recent clients.

8.2. Supporting Documents Required Please attach the following:

Requirement	Evidence to be Submitted
Valid Business Registration Certificate	Copy of current and valid business registration certificate issued by the relevant authority
VAT Registration	Copy of VAT registration certificate or official confirmation from tax authority
TIN Certificate	Copy of Tax Identification Number (TIN) certificate
At least 3 Reference Clients	Copies of purchase orders (POs), contracts, or engagement letters from at least three reference clients as evidence of prior audit engagements

9. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight	Evidence to be Checked
Technical Expertise & Experience	30%	- Documented history of similar audits for international organizations, NGOs, or intergovernmental bodies (minimum 3 engagements). - Copies of contracts, purchase orders, or completion certificates from past clients.
Methodology & Approach	20%	- Detailed technical proposal outlining audit methodology, risk assessment, sampling techniques, and reporting approach. - Work plan and timeline demonstrating feasibility and alignment with ESAAMLG requirements.
Team Qualifications & Capacity	20%	- CVs of key audit staff showing professional qualifications (CPA, ACCA, or equivalent). - Evidence of team size and capacity to deliver within required timelines. - Professional licenses or membership certificates.
Financial Proposal	30%	- Completed financial proposal form with breakdown of fees by staff level, days, and rates. - Estimates for renewal years. - Justification for reimbursable expenses. - Clear payment terms.
Total Score	100%	—

Compliance Note

- Any proposal scoring **below 70% overall** or **below 50% in Technical Specification** will not be considered for award.

Scoring Guide

- **Excellent (90–100%)** – Fully meets and exceeds requirements.
- **Good (70–89%)** – Meets requirements with minor gaps.
- **Fair (50–69%)** – Partially meets requirements; significant gaps remain.
- **Poor (below 50%)** – Does not meet minimum require

11 Declaration by Supplier

I hereby affirm that the prices quoted above are accurate and inclusive of all applicable taxes and duties. I further confirm that all information provided in this offer is true, complete, and submitted in good faith.

- We certify that we have no close family, or financial relationships with any ESAAMLG staff members.
- We certify that we have no close family or financial relationships with any other offerors submitting quotations in response to this RFQ.
- We confirm that the prices and terms in our offer were determined independently, without consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- We confirm that all information contained in our offer, including all supporting documents, is authentic and accurate.
- We acknowledge and fully comply with ESAAMLG's policies prohibiting fraud, bribery, and kickbacks.

We hereby certify that all representations, certifications, and statements submitted with this offer are accurate, current, and complete to the best of our knowledge.

Authorized Person Name	
Signature	
Company Stamp	
Date	<input type="text" value="Date"/>

12 Minimum Compliance Requirements (must be met for further consideration)

- Valid Business Registration Certificate Valid TIN and/or VAT Registration
- Commitment to issue EFD receipt before payment Ability to deliver within agreed time

13. INSTRUCTION TO BIDDERS

Offer Deadline and Submission Protocol

This RFQ will be issued on **08 July 2026**. All offers must be received no later than **16:00 EAT on 17 July 2026** by email to **procurement@esaamlg.org**. The RFQ reference number must be clearly indicated in all submissions and correspondence. Offers received after the deadline will be considered late and may only be reviewed at the sole discretion of ESAAMLG.

Questions and Clarifications

- Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **10:00 EAT on 13 July 2026** to **procurement@esaamlg.org**.
- All questions must be submitted in writing; phone calls will not be accepted.
- ESAAMLG will compile all questions and provide a consolidated response to all interested bidders by **14 July 2026**.

VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of **60** days from the end. Date specified for receipt of quotes. The selected Bidder(s) shall supply the services requested at the quoted prices for the delivery/performance period specified in this RFQ.

BASIS OF SELECTION

Evaluation and Award:

The contract will be awarded to the vendor(s) who provide the best combination of technical quality, experience, and competitive pricing, while fully meeting ESAAMLG's requirements.

ESAAMLG may reject any quotation deemed non-responsive. A responsive quotation is

one that meets all terms and conditions of the RFQ, is complete, duly signed by an authorized representative, and submitted by the deadline indicated on the cover page of this RFQ. ESAAMLG reserves the right to waive minor, non-material discrepancies in a quotation at its sole discretion.

This RFQ does not obligate ESAAMLG to award a contract. ESAAMLG reserves the right to award or not award any of the quotations received. No commitment is made, expressed or implied, to reimburse bidders for any costs incurred in preparing and submitting quotations in response to this RFQ.

Anti-Corruption and Integrity Statement

ESAAMLG maintains a zero-tolerance stance toward bribery, corruption, collusion, fraud, and unethical practices. Bidders confirm that their submission is genuine, independent, and compliant with all applicable anti-corruption laws.