



# Scott Christian UNIVERSITY

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## EXPRESSION OF INTEREST

### EXTERNAL AUDIT SERVICES TO SCOTT CHRISTIAN UNIVERSITY

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#### 1. Background Information

Scott Christian University (SCU) is a private Christian university in Machakos, Kenya, whose mission is *“To glorify God by providing quality programmes of education and training, promoting research, preservation and transmission of knowledge, skilled services and inculcating godly character for sustainable holistic transformation of individuals and society”*

The University was established by the Africa Inland Mission in 1962 as Scott Theological College (STC), and named after AIM's founder, Peter Cameron Scott. Scott received its University Charter in 1997, adopting its present name in 2012. The University is owned by the Africa Inland Church. The Income and any surplus of the University is non-distributable and are used to further the Objectives, Mission and Vision of the University.

We would like to engage a reputable audit firm to carry-out the statutory audit of Scott Christian University for the financial year ending 31<sup>st</sup> July 2020. The contract will be renewable for a five year period. Our Financial year runs from 1<sup>st</sup> August to 31<sup>st</sup> July.

#### 2. Scope of work

The successful bidder will be required to perform the annual statutory financial audit and for the period August to July in respect to relevant predetermined objectives before end of October following the end of the financial year.

### **3. Technical requirements**

The Proposal should contain, but is not limited to the following mandatory information: -

- i. Firm Size
  - a. Number of Partners
  - b. Number of Managers
  - c. Other Audit Staff
- ii. Recommended staff and their qualifications (CVs) for the Institution's Audit: -
  - a. Number of Partners
  - b. Number of Managers
  - c. Audit Seniors
  - d. Other Audit Staff
- iii. Fees & Disbursement (inclusive of VAT)
- iv. References (preferably with similar organizations to the Institution)
- v. Year of Formation of Firm
- vi. Core Competences
- vii. Value Added services
- viii. Audit Planning
- ix. Risk Assessment
- x. Tax compliance review

### **4. Evaluation criteria**

Proposals will be evaluated on

- a. The technical expertise/ability
- b. The organizational capacity
- c. Experience in similar work
- d. Value addition services besides contracted work
- e. Favorable references
- f. Financial proposal

## 5. Submission guidelines

Please indicate the validity period of your proposal. We expect your proposal to remain valid for the full period of consideration until a decision is made on the successful tender. We purpose to finalize the tendering process within a period of one month. If the proposal validity period is exceeded, bidders have the option to withdraw their tenders or extend their validity for continued consideration.

- i. Proposals shall be forwarded to the following address by **20<sup>th</sup> March 2020** and addressed to the:

**Deputy Vice Chancellor Finance and Administration,  
Scott Christian University (SCU),  
P.O. Box 49-90100 Machakos– Kenya.**

**Or**

Email to: [dvcfa@scott.ac.ke](mailto:dvcfa@scott.ac.ke)

- ii. The financial proposal shall be in a separate envelope from the technical proposal. The financial proposal should be broken down into the various cost items/activities/actions.
- iii. This tender shall be considered competitive.

The final decision of the selection of the firm to conduct the audit will be made by the University Council. The final agreement will be in the form of a written contract.

Only shortlisted bidders will be invited to present themselves for interview at Scott Christian University at a date to be communicated. For any questions, send an email to: [accounts@scott.ac.ke](mailto:accounts@scott.ac.ke)