



## KIMUNYE TEA FACTORY CO LTD

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Our REF: Kim/IA/2025/1

DATE: 13<sup>th</sup> AUGUST 2025

### TENDER NO. KIM/IA/2025/01

### ADVERTISEMENT FOR THE RECRUITMENT OF A FIRM OF INTERNAL AUDITORS TO PROVIDE SERVICES TO KIMUNYE TEA FACTORY IN KIRINYAGA COUNTY.

#### 1. Introduction:

Kimunye Tea Factory Co. Ltd is a reputable tea manufacturing company based in Kirinyaga, Kenya. The Company is seeking to engage one qualified and experienced firm of Internal Auditors to provide independent, objective assurance and consulting services designed to add value and improve our operations. The appointed firm will help strengthen risk management, control, and governance processes of the factory.

#### 2. Scope of Work:

The Internal Audit Firm will be responsible for the following: -

- Conducting financial, operational, systemic and compliance audits.
- Evaluating the effectiveness of internal controls and risk management processes.
- Assessing compliance with statutory and regulatory requirements.
- Reviewing the accuracy and reliability of financial reports and records.
- Identifying areas of inefficiency, waste, and potential cost savings.
- Assessing the security of assets and inventory management practices.
- Making recommendations for improvement and assisting in the implementation of best practices.
- Providing periodic reports to the Board of Directors and Management.

It is expected that the successful firm will provide a comprehensive quarterly internal audit report.

#### 3. Qualifications and Experience:

The selected firm should meet the following criteria:

- Must be a registered and licensed audit firm with a recognized professional body preferably the Institute of Internal Auditors Kenya (IIA Kenya)



- Minimum of five (5) years of experience in internal auditing, preferably in the manufacturing or agricultural sector.
- Proven experience in risk-based auditing and internal control evaluations.
- Familiarity with International Standards for the Professional Practice of Internal Auditing (IPPF).
- Knowledge of tea industry operations will be an added advantage.
- Must have a team of qualified professionals, including Certified Public Accountants (CPA) or Chartered Accountants (CA).
- Strong analytical, reporting, and communication skills.

#### **4. Duration of Engagement:**

The contract will be for an initial period of one (1) year, renewable based on performance evaluation and mutual agreement.

**5. Submission of Proposals:** Interested firms should submit their proposals, including the following details:

- Company profile and registration details.
- Experience and past engagements in similar industries.
- Methodology and approach to conducting internal audits.
- Proposed audit plan and timelines.
- Key personnel and their qualifications.
- Fee structure and payment terms.

**6. Evaluation Criteria:** The selection process will be based on the following criteria:

- Experience and expertise of the firm (30%)
- Proposed methodology and approach (25%)
- Qualification of key personnel (20%)
- Understanding of the tea industry (10%)
- Financial proposal (15%)

#### **7. Deadline for Submission:**

Proposals must be submitted by **29/08/2025** to [procurement@kimunye.ktdateas.com](mailto:procurement@kimunye.ktdateas.com) Late submissions will not be considered.

**8. Contact Information:** For further inquiries, please contact FUM, vide email

[fum@kimunye.ktdateas.com](mailto:fum@kimunye.ktdateas.com).



We look forward to receiving applications from qualified firms that are committed to enhancing transparency, accountability, and efficiency in our tea factory operations.

Only shortlisted bidders will be invited for an interview.

Kimunye Tea Factory Co. Ltd reserves the right on bid acceptance and is not bound to accept the lowest bid.

**FOR AND ON BEHALF OF KIMUNYE TEA FACTORY**

**KIMUNYE TEA FACTORY  
FACTORY UNIT MANAGER**  
**14 AUG 2025**  
**SIGN: [Signature]**  
**P. O. BOX 110-10300,**  
**FACTORY UNIT MANAGER**