CHUNA DT SACCO LTD
"The University Sacco"

REQUEST FOR PROPOSAL(RFP)

REF NO:001/CS/EAS/NOV/2026

PROVISION OF EXTERNAL AUDIT SERVICES FOR THE YEARS 2027-2029.

1. Chuna SACCO Society Limited is a regulated Deposit taking SACCO situated in Nairobi County with a membership of over 3810 as at Sep 2026 and an asset base of about 2.6 billion.
2. The SACCO invites proposals from qualified and reputable audit firms to provide external audit services for the years 2027-2029.
3. Applicants must be registered and authorized by the Sacco Societies Regulatory Authority (SASRA) to carry out SACCO audits and must have previously carried out similar audits for deposit taking Sacco's.
4. Interested eligible suppliers should download and complete tender document from the Sacco's website: www.chunasacco.co.ke
5. Further information may be obtained from Chuna DT SACCO office, University of Nairobi, Main Campus, Faculty of Engineering. during normal working hours (8.00am - 5.00pm).
6. Completed request for proposal documents (Technical and Financial Proposals) in plain sealed envelopes clearly marked with the Request for proposal rreference Number and Name and should be dropped in the Tender Box at the Society offices on or before Friday 25th November 2026 at 4.p.m. duly addressed to:

THE CHAIRMAN,
AUDIT COMMITTEE,
CHUNA DT SACCO SOCIETY LIMITED,
P.O. BOX 30197-00100,
NAIROBI.

7. Prices quoted should be inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 90 days from the closing date of the tender.
8. The SACCO Reserves the right to accept or reject any or all proposals in part or as a whole and is not bound to give reasons for the decisions. Canvasing in any form shall lead to automatic disqualification of the firm.

2. SCOPE OF THE AUDIT

The appointed Auditor will be expected to:

1. Examine financial statements according to International Standards on Auditing and issue an opinion on compliance with the International Financial Reporting Standards (IFRS).
2. Assess and test the adequacy of internal controls, procedures, and processes, and providing recommendations for necessary improvements.
3. Examine and evaluate the relevance and adequacy of the core banking system utilized by the SACCO and provide recommendations.

4. Fulfill the reporting responsibilities required of SACCO external auditors as outlined in relevant SASRA regulations.
5. Provide routine, value-adding consultations with the SACCO's financial team on relevant developments.
6. Review and report on the adequacy and effectiveness of human resource management, procurement practices, and general governance of the SACCO.
7. Evaluate and report on the implementation, monitoring, and evaluation of the SACCO's strategic plan initiatives.
8. Conduct tax compliance checks on the SACCO and provide advice on tax planning methods.
9. Prepare a Management Letter addressing the SACCO's internal controls, core banking system adequacy, and other matters arising from the audit.
10. Present interim and final audited financial reports to the SACCO's Management and Board of Directors through the Board's Audit Committee.
11. Address any other matters as agreed upon by the selected firm and the SACCO Board of Directors.

3. SUBMISSION REQUIREMENTS

Interested audit firms are required to submit the following mandatory documents with their proposals:

1. Certificate of Incorporation/Partnership
2. Valid business Permit Certificate
3. Registration Certificates/Annual licenses from their respective professional bodies.
4. PIN certificates of registration and a Valid Tax Compliance Certificate from the Kenya Revenue Authority
5. Current NITA, NSSF, and NHIF Compliance Certificates or letters confirming compliance.
6. Evidence of successfully completing a minimum of **three (3)** similar projects in the last **five (5)** years.
7. Completion Certificate or reference letter for each similar project undertaken.
8. Evidence of successfully completing a tax health check for a similar organization within the last **two (2)** years.
9. Proof that the firm has experience in auditing SACCO(s) and Companies with a turnover of at least Kshs 1 billion.

10. Recent Quality Assurance Review report by ICPAK or any other competent Authority with positive results.
11. SASRA's approval to audit SACCO's.
12. Detailed Curriculum Vitae highlighting qualifications and experiences of lead Auditors.
13. A proposed detailed work plan aligned with the scope of the assignment.
14. A statement of proposed professional fees.
15. A brief statement indicating that the firm has the financial resources and management strength to execute assignment.
16. A cover letter detailing relevant information about the firm.

All copies of certificates and supporting documents **MUST** be certified. The SACCO reserves the right to independently authenticate any information submitted. Failure to meet any of the above-listed mandatory requirements will result in the firm being declared as non-responsive, and hence disqualifying it from proceeding to subsequent stages.

Interested Audit firms **MUST** submit **TWO (2) BOUND COPIES** of their Proposal in sealed plain envelopes marked in plain sealed envelopes clearly marked with the request for proposal Reference Number and Name

REF NO:001/CS/EAS/NOV/2026

PROVISION OF EXTERNAL AUDIT SERVICES FOR THE YEARS 2027-2029.

The proposals should be addressed to:

THE CHAIRMAN,
AUDIT COMMITTEE
CHUNA DT SACCO SOCIETY LIMITED,
P.O. BOX 30197-00100,
NAIROBI.

4. SUBMISSION DEADLINE AND OPENING OF PROPOSALS

The envelopes should be deposited in the **Tender Box** at the reception area at the SACCO's office, not later than **4:00 PM, 25th November 2026**.

The proposals shall be opened immediately after the submission deadline. The opening will take place in the presence of representatives from the audit firms. Audit firm representatives who wish to witness the opening are welcome to attend, which will be held within the office.

5. INSTRUCTIONS TO TENDERERS

1. Eligible tenderers

- This Invitation to tender is open to all tenderers eligible as described in the instructions to tenderers. Successful tenderers shall complete the supply of services by the intended completion date specified in the schedule of requirements.
- Chuna SACCO Society's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2. Cost of tendering

- The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3. Language:

- The Tender shall be written in English, in a clear, concise, and logical format with keywords in bold.

4. Content and Supporting Materials

- Relevant information pertaining to the firm's technical capacity, such as the firm's experience, and key staff information (e.g., CVs).

5. Serialization and paginating

- The Tender should be paginated and serialized.

6. Contact Information

- The Tender should contain details of the contact point or person within the firm to receive subsequent correspondences.

7. Tender Prices

- The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices of the services it proposes to provide under the contract.
- Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- Prices quoted by the tenderer shall remain fixed during the term of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph
- The validity period of the tender shall be 90 days from the date of opening the tender.

8. Tender Currencies

- Prices shall be quoted in Kenya Shillings

9. Enquiries

- All enquiries regarding this Request for Proposal should be sent via email to **audit.chuna@uonbi.ac.ke** on or before **20th November 2026**.

6. EVALUATION CRITERIA AND SELECTION

Proposals will be evaluated in the following stages:

a. **Full compliance with Submission Requirements:**
Evaluated on a Pass/Fail basis as outlined in Section 3.

b. Technical evaluation criteria: Proposals will be assessed as follows:

Criteria	Maximum Score	Score
1. Enrollment with appropriate audit regulatory organizations such as ICPAK.	**5**	
2. Inclusion of the audit firm's name in SASRA's list of authorized auditors.	**5**	
3. Compliance with regulatory requirements (KRA, NSSF, NHIF, and NITA).	**5**	
4. Demonstrated track record in offering external audit services to SACCOs.	**10**	
5. Competency and expertise of assigned staff (accounts, audit, tax, systems).	**20**	
6. Prior experience conducting tax health checks for financial institutions.).	**5**	
7. Evidence of financial commitment (bank statement for the past year).	**10**	
7. Submission of a comprehensive work plan covering all terms of reference.	**20**	
8. Interviews	**20**	
Total	**100**	

c. Financial Evaluation Criteria

- To qualify for financial evaluation, the bidder must have fulfilled all mandatory requirements and attained a score of **70%** on the technical evaluation.

NOTE:

- A shortlist of the top **three (3)** audit firms will be drawn from the received and evaluated proposals and presented to the Annual Delegates Meeting for appointment consideration.
- All bidders are expected to disclose fully all matters of their business without reservation which must include but not limited to all inclusions, riders, and enhancements.
- Undisclosed items may jeopardize the contract even when awarded.
- Bidders who submit two bids with different prices will automatically be disqualified.

- Following the successful tendering process and award of the contract, your continued provision of services in each subsequent year of the contract will be subject to the SACCO's satisfaction with your performance. The SACCO reserves the right, at its sole discretion, to discontinue your services at the end of any contract year or renew the contract, without incurring any financial or other liability to you, subject to the terms of the contract and applicable law.

7. COMPLIANCE WITH THE DATA PROTECTION ACT

The information provided in response to this Tender will be used solely to evaluate the firm's suitability to perform the external audit services. By responding to this Tender, the firm consents to the SACCO using the provided data for evaluation purposes and retaining records for future audits of this process.

8. APPENDICES

1. PRICES SCHEDULE

EXTERNAL AUDIT SERVICES

Items	Description	Total Price
Professional Fees		
All applicable disbursements		
All taxes		
Total Costs inclusive of taxes		

Signature of tenderer _____

2. PERSONNEL (PERSONNEL CAPABILITIES OF KEY STAFF)

The names, pertinent information, and CVs of the key personnel for individual or group to execute the contract must be indicated below.

List key proposed management position

1.	Name	
	Title of position	
	Experience of the candidate (Years)	
	Academic Qualification	
2.	Name	
	Title of position	
	Experience of the candidate (Years)	
	Academic Qualification	
3.	Name	
	Title of position	
	Experience of the candidate (Years)	
	Academic Qualification	
4.	Name	
	Title of position	
	Experience of the candidate (Years)	
	Academic Qualification	

Attach copies of academic certificates and CV of at least 2 key personnel in the organization

3. DECLARATION

Application must include a sworn statement Form below by the Tenderer ensuring the accuracy of the information given.

I/ We do hereby certify that the above information is correct in all respects:
Full Names: ……
Designation/Position: ……....
Signature: ……
Date: ……
Company Stamp/ Seal: