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## **EXPRESSION OF INTEREST (EOI)-FINANCIAL AND BOOK-KEEPING SERVICES**

### **Scope of Services:**

We seek basic financial and bookkeeping services to help us manage our organization's financial records, maintain accurate accounts, and ensure compliance with financial regulations. The scope of services includes but is not limited to:

1. Reporting to the Ministry of Trade, Co-operatives, Small and Medium Enterprises and Communications on the Grant utilisation.
2. Maintain electronic copies of source documents.
3. Maintain the Fiji Revenue Customs Services (FRCS) portal.
4. Maintain the Register of Companies (ROC) portal
5. Transaction entries in Xero
6. Preparing VAT returns
7. Monthly P&L and Balance Sheet reports
8. Annual financial statements preparation
9. Annual tax returns
10. Assistance with the annual audit

### **Proposal Requirements:**

Interested companies are invited to submit a proposal for the provision of financial and bookkeeping services. The proposal should demonstrate the capability to fulfil the stated requirements, as well as provide evidence of the company's track record and experience in similar projects.

### **Company Profile:**

-Brief description of the company including history, mission, and vision.

-Number of years in operation providing financial and bookkeeping services.

-Experience & Track Record:

- Provide details of at least three clients for whom similar services have been rendered, preferably within the past 5 years.
- Include references, contact details, and a brief description of the nature and scope of the services rendered for each client.

**Technical Approach:**

-Outline your methodology and approach to meet the scope of services outlined above.

-Highlight any innovative practices or tools that would be used.

**Staff Qualifications:**

-List the qualifications and experience of key personnel who will be assigned to this project.

-Include their resumes, certifications, and any other relevant documentation.

**Data Security Measures:**

-Describe the measures and systems in place to ensure data confidentiality and security.

**Software & Tools:**

-Provide information about the software and tools that will be used, especially with reference to Xero.

-If any other software or tools are recommended, please specify and provide reasons.

**Pricing:**

-Break down of the pricing structure for the services offered.

-Clearly indicate any additional costs or fees that might be incurred beyond the base pricing.

**Tax Compliance and Business Registration:**

-Submit a recent tax compliance/clearance certificate from FRCS.

-Submit a copy of the business registration certificate.

**Terms & Conditions:**

-Provide any proposed terms and conditions of service.

-Include any guarantees, service level agreements, or performance metrics that would be part of the agreement.

**Availability & Turnaround Time:**

-Specify the expected response times for regular queries and reports.

-Provide a tentative timeline for the annual audit, tax returns, and financial statement preparations.

**Additional Services:**

-Highlight any additional services or benefits that differentiate your company from others, which have not been explicitly stated in the scope.

**Legal & Compliance:**

-Confirm that your company is licensed to operate and offer financial services.

-Include any relevant certifications, memberships, or affiliations with financial institutions or bodies.

**Proposal Validity:**

-Specify the duration for which the proposal remains valid.

**Indemnity Insurance:**

The service provider must have current professional indemnity insurance coverage. Please provide a copy of the insurance certificate or documentation confirming the coverage amount and validity period.

**Submission Guidelines:**

Proposals should be sent to [corporate@outsourcefiji.com](mailto:corporate@outsourcefiji.com) by 15 November 2023.

Late submissions will not be considered.

For any queries or clarifications, please contact Ms. Milika Kabu at 7799163 and/or Email us at [secretariat@outsourcefiji.com](mailto:secretariat@outsourcefiji.com)/ [cooprare@outsourcefiji.com](mailto:cooprare@outsourcefiji.com)

**Selection Process:**

**1.Submission of Proposals:**

-Interested companies must submit their proposals following the specified format and requirements by the deadline mentioned in the EOI.

## **2. Initial Screening:**

-All submitted proposals will undergo an initial screening to ensure they meet the basic requirements, including completeness and adherence to the submission guidelines.

## **3. Panel Assessment:**

-A selection panel comprising three members will be formed to evaluate the proposals. This panel may include financial experts, organizational stakeholders, and external consultants.

-Proposals will be assessed based on a predefined set of criteria, including but not limited to company experience, staff qualifications, technical approach, pricing, and additional value-added services.

-Each panel member will independently score the proposals based on the criteria. The scores will then be consolidated to create a shortlist.

## **4. Interviews/Presentations:**

-Shortlisted companies may be invited for an interview or to make a presentation to the selection panel. This provides an opportunity for the panel to seek clarifications and for companies to further showcase their capabilities.

## **5. Reference Checks:**

-The selection panel will contact the provided references of the shortlisted companies to verify the authenticity of their claims and gauge their performance in previous engagements.

## **6. Final Selection:**

-Based on the consolidated scores, interviews/presentations, and reference checks, the selection panel will make a recommendation to the Executive Committee members.

-The final decision will be communicated to all participating companies. The selected company will be invited to engage in contract negotiations.

## **7. Contract Award:**

-Once terms are agreed upon, a formal contract outlining the scope of services, terms and conditions, remuneration, and other relevant details will be signed by both parties.