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## **Invitation to Tender for External Audit Services - Outsource Fiji**

### **Request for Proposal (RFP):**

Outsource Fiji is seeking expressions of interest from reputable firms to provide external audit services. The selected firm will be responsible for conducting audits following established standards and delivering comprehensive reports to ensure compliance and integrity. Below is the scope of work for the external audit services:

### **Scope of Work:**

#### **Financial Audit:**

- Review financial statements to ensure accuracy and compliance with accounting standards.
- Verify the completeness and accuracy of financial data.
- Assess internal controls and risk management processes.

#### **Compliance Audit:**

- Ensure compliance with relevant laws, regulations, and contractual obligations.
- Review policies and procedures to identify areas of non-compliance and recommend corrective actions.

#### **Reporting:**

- Prepare detailed audit reports outlining findings, recommendations, and management responses.
- Present audit findings to the management team and guide implementation of recommendations.

#### **Follow-up:**

- Monitor the implementation of audit recommendations and provide ongoing support as needed.
- Conduct follow-up audits to assess the effectiveness of corrective actions.

Interested firms are invited to submit their expressions of interest, demonstrating their capability to fulfill the above scope of work. Proposals should include relevant experience, qualifications of key personnel, proposed methodology, and pricing structure.

**Submission Guidelines:**

Expressions of interest should be emailed to [corporate@outsourcefiji.com](mailto:corporate@outsourcefiji.com) by 03<sup>rd</sup> May 2024.

**Late submissions will not be considered.**

For any inquiries or clarifications regarding this EOI, please contact Ms. Hetal Patel at 7799163 or email [hetal@outsourcefiji.com](mailto:hetal@outsourcefiji.com).

We look forward to receiving your proposals.

  
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Sagufta Janif  
Executive Director  
Outsource Fiji