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Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	RTI Ethiopia FY 26Annual Audit
Type of Procurement:	Service
Type of Contract:	Consultancy
Term of Contract:	Short Term
Contract Funding:	US Government
This Procurement supports:	ETA, PReSERVE and SunGold Projects
Submit Proposal to:	A soft copy of both the Financial and Technical proposals should be submitted to RTI International email address procurement.eta@rti.org
Date of Issue of RFP:	Sunday, March 8, 2026
Date Questions from Supplier Due:	Tuesday, March 17, 2026
Date Response Posted on RTI Website:	Friday, March 20, 2026
Date Proposal Due:	Tuesday, March 31, 2026
Approximate Date Purchase Order Issued to Successful Bidder(s):	**Monday, May 4, 2026,**

Method of Submittal: procurement.eta@rti.org	
Proposals (both technical and financial) must be submitted electronically to: procurement.eta@rti.org. Late submissions will not be considered.	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for **180 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RTI-NRO-001-2026

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: rti-po-terms_English Version - v1.20.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions

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that may be relevant to this procurement.

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Attachment A
Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

The local regulations of the Federal Democratic Republic of Ethiopia require RTI International office to engage the services of an approved audit firm to conduct an audit for upcoming consecutive years for of its operations on an annual basis. This audit will be part of the annual audit process limited to ETA, PReSERVE and SunGold projects performance according to the requirements of the Authority for Civil Society Organizations (ACSO).

The objective of the audit is to express an independent professional opinion on whether the consolidated financial statements of RTI International Ethiopia present fairly, in all material respects, the financial position, financial performance and cash follow statements by examine RTI's Ethiopia office operations compliance with all the relevant regulations of the FDRE and present consolidated audit report for RTI operations for the financial year operated from July 1, 2025- June 30, 2026.

Product or Service Expectations (both if applicable):

The expected deliverables include the issuance of an Audit Report and a Management Letter, based on the following scope of work include but not limited to:

- Conduct an annual external audit of RTI International Ethiopia operations and accompanying financial statements (statement of financial position, statement of financial performance, and cash flow statement).
- Review consolidated financial statements in accordance with ACSO Proclamation No. 1113/2019 and other relevant directives, as well as the Financial Reporting Proclamation No. 847/2014.
- Review compliance with donor agreements, internal policies, and procedures.
- Assess the adequacy and effectiveness of internal controls and financial management systems.
- Verify supporting documentation for transactions and balances.
- Issue a management letter highlighting key findings, internal control weaknesses, and practical recommendations.

Deliverables, Timelines, Special Terms and Conditions:

1. **Period of performance**

The field audit work is anticipated to commence on July 13, 2026, and is expected to be completed within three weeks. The final audit report, together with all required reports and supporting schedules, shall be submitted to the Authority for Civil Society Organizations (ACSO) on or before September 10, 2026.

The detailed audit plan, including the timeline for key audit activities, should be clearly outlined in the audit firm's technical proposal.

2. Applicable Standards

The audit shall be conducted in accordance with:

- International standards on auditing (ISAs)
- Financial Reporting Proclamation No. 847/2014 and applicable International Public Sector Accounting Standards (IPSASs).
- Relevant Ethiopian laws and regulations.

3. Eligibility Requirements

Interested audit firms must meet the following minimum requirements:

- Be legally registered and licensed to operate in Ethiopia.
- Be in good standing with the Accounting and Auditing Board of Ethiopia (AABE) and other relevant regulatory bodies.
- Have a minimum of three (3) years of experience providing audit services to INGOs, NGOs, or donor-funded projects.
- Demonstrate experience auditing U.S. Government-funded or other major donor-funded projects.
- Assign qualified and certified audit professionals to the engagement.

4. Additional Information

In FY2026, we anticipate approximately 140–160 box files to be made available for audit review.

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	1	FY 2026 audit service fee	Unit			
2						
Total Value						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:	
Title:	
Date:	

Attachment "B"
Instructions to Bidders/Sellers

1. **Procurement Narrative Description**: The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single "approved' supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity**: This procurement will be made by **Research Triangle Institute (RTI International)**, located at

   RTI International ETA Project Office
   Minaye Office Park 11th floor
   Addis Ababa, Ethiopia

   (*insert full address of the office*)

   who has a purchase requirement in support of a project funded by

   U.S government

   (*insert client's name*)

   RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements**. All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is "late" and may not be considered at the discretion of the RTI Procurement Officer. The Seller's proposal shall include the following:

   (a) The solicitation number:

   (b) The date and time submitted:

   (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

   (d) Validity period of Quote:

(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced.

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*

4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement**. All questions in regards to this RFQ/RFP to be directed to

Shimelis Dagima

(*insert name of procurement officer*)

at this email address:

procurement.eta@rti.org

(*insert email address of the procurement officer*).

The cut-off date for questions is *(insert date).*

Friday, March 20, 2026

6. **Notifications and Deliveries**: Time is of the essence for this procurement. Seller shall deliver

the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation**: The following documents will be required for payment for each item:
   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   (b) Packing List
   (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

8. **Payment Terms**: Refer to RTI purchase order terms and conditions found in https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form**.** Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals**: Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

10. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

    The evaluation factors will be comprised of the following criteria:
    (a) **PRICE**. Lowest evaluated ceiling price (inclusive of option quantities) .
    (b) **DELIVERY**. Seller provides the most advantageous delivery schedule.
    (c) **TECHNICAL**. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
    (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
    (e) OTHER EVALUATION CRITERIA.

Proposal Submission Requirements and Selection Criteria

Bidders are required to submit both Technical and Financial Proposals. And the selection criteria cover the following details:

a. Technical Proposal (80%)

S.no	Detail Criteria	Percentage
Institutional Capacity (30%)		
1	Valid business registration, audit license, and other relevant statutory certifications	3%
2	Firm's overall experience, including number of partners and their professional qualifications; certifications and number of qualified staff	7%
4	Experience auditing organizations of similar size and complexity, including experience with donor-funded projects	5%
5	Proposed team composition, including roles, qualifications, and submission of detailed CVs	15%
Soundness of Technical Approach (35%)		
1	Proposed audit methodology, including approach to evaluating financial systems and internal controls	10%
2	Demonstrated understanding of national regulatory requirements, specifically those of the ACSOs.	10%
3	Demonstrated understanding of U.S. Government–funded project compliance requirements	5%
4	Understanding and application of relevant auditing standards and reporting frameworks	10%
Audit Plan and Timeframe (15%)		
1	Clear understanding of key audit activities, supported by a detailed audit work plan	10%
2	Realistic and well-defined timeline for completion of audit fieldwork and submission of final reports	5%

b. Financial Proposal (20%)

The Financial Proposal will be evaluated separately from the Technical Proposal. Only firms that achieve the minimum required technical score of 50% out of the total 80% will have their financial proposals opened and evaluated.

Financial Score = (Lowest Evaluated Price /Proposed Price) × 20

NOTE: Payment will be made upon satisfactory completion of the assignment.

PAYMENT TERMS ACCEPTANCE

The vendor's willingness to accept RTI's standard payment terms (i.e., payment within 30 days after delivery and acceptance of goods/services and submission of a valid invoice) will be evaluated.

Supplier's Response:

☐ Yes, we accept RTI's standard payment terms and conditions.

☐ No, we do not accept RTI's standard payment terms and conditions.

12. **Award Notice**. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer**. This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 180 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.
15. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
16. **Anti- Kick Back Act of 1986**. Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889**. RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.
By: (*Seller Company Name*)

Signature: _____
Title:
Date: