



# University of Technology, Jamaica

## REQUEST FOR PROPOSALS FROM EXTERNAL AUDITING FIRMS FOR THE CONDUCT OF ANNUAL AUDIT OF FINANCIAL STATEMENTS FOR THE PERIOD 2018-2022 (AMENDED)

The University of Technology, Jamaica invites proposals from suitably qualified firms, which are registered with the Institute of Chartered Accountants of Jamaica (ICAJ) and the National Contracts Commission, to conduct its annual financial audits for the next five-year period.

As of July 14, 2017, the bid document will be available at no cost. Interested eligible firms may obtain further information from and inspect the bid document at the office of:

**The Director  
Procurement and Office Services  
University of Technology, Jamaica  
First Floor, Administration Building  
237 Old Hope Road  
Kingston 6  
Telephone: (876) 970-5189  
Email: [procure@utech.edu.jm](mailto:procure@utech.edu.jm)**

The proposal must include:

- Proof of Company Incorporation
- Valid Tax Compliance Letter
- Proof of membership of ICAJ
- Company profile
- Capability statements indicating the level of experience, knowledge and technical expertise required to effectively carry out this proposed assignment
- Proposed methodology for the execution of the scope of work
- Fee Proposal

All bids must be placed in the tender box at the Procurement and Office Services Department on or before **August 3, 2017 at 1:00 pm**.

Bids will be opened in the presence of bidders' representatives who choose to attend on August 3, 2017 at 1:15 pm in the Conference Room, Facilities Management Department, 237 Old Hope Road, Kingston 6.

A firm will be selected under the Quality Cost Based Selection method and procedures described in this Request for Proposals (RFP), in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures which can be found at the following website: [www.mof.gov.jm](http://www.mof.gov.jm).