



KENYA LIBRARIES AND INFORMATION SERVICES CONSORTIUM

REQUEST FOR QUOTATION (RFQ) FOR PROVISION OF AUDIT SERVICES

REF: KLISC/RFQ/01/2026-2027

The Kenya Libraries and Information Services Consortium (KLISC) Governing Board is pleased to invite qualified and interested audit firms to submit their quotations for the Provision of Auditing Services for the consortium for the financial years 2026, 2027, and 2028.

The selected audit firm will be appointed for an initial period of one year, renewable annually for a maximum of two additional terms, subject to satisfactory performance.

1.0 BACKGROUND

KLISC is the national library consortium dedicated to developing digital libraries in Kenyan institutions and improving access to scientific information. Our membership comprises universities, colleges, government departments, and research organisations. KLISC operates as a non-profit entity, facilitating access to information resources for its members without adding a profit margin.

2.0 SCOPE OF SERVICES

The successful auditor will be required to provide the following services for the financial years ending 2026, 2027, and 2028 (upon renewal):

1. **Financial Examination:** Conduct an audit of financial statements in accordance with International Standards on Auditing (ISA) and issue an opinion on their compliance with International Financial Reporting Standards (IFRS).
2. **Internal Controls:** Assess and test the adequacy of KLISC's internal controls, procedures, and processes, providing recommendations for improvement.
3. **Systems Audit:** Examine and evaluate the relevance and adequacy of the core banking/financial system utilised by KLISC.
4. **Consultation:** Provide routine, value-adding consultations with the KLISC Treasurer on relevant financial developments.
5. **Tax Compliance:** Conduct tax compliance checks and provide advice on tax matters.
6. **Management Letter:** Prepare a management letter addressing issues identified during the audit.



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7. **Reporting:** Present interim and final audited financial reports to the KLISC Governing Board and Annual General Meetings.

3.0 SUBMISSION INSTRUCTIONS

Interested bidders must submit their quotations by email to **info@klisc.or.ke** with the subject line: **Quotation for Auditing Services - KLISC/RFQ/01/2026-2027**.

Deadline for Submission: Quotations must be received on or before **11th December 2025 by 11:00 AM East African Time**.

4.0 MANDATORY REQUIREMENTS FOR ELIGIBILITY

Bidders must submit the following documents with their bid. Failure to provide any of these will lead to automatic disqualification.

1. Certificate of Incorporation/Registration.
2. Valid Business Permit.
3. Evidence of a physical office (Title deed or Lease Agreement).
4. CR12 Form from the Registrar of Companies.
5. Valid Tax Compliance Certificate from KRA.
6. KRA PIN and VAT Certificate.
7. ICPAK Registration Certificate for the Firm and for Key Personnel (must be practising members CPA(K) with at least 5 years' experience).
8. Audited Financial Statements for the past 2-3 years.
9. Duly signed Declaration of No Conflict of Interest.
10. A declaration confirming that the firm has **NOT** provided auditing services to KLISC in the last three consecutive years.
11. A signed Self-Declaration Form (SD1) confirming the firm is not debarred from public procurement.

5.0 EVALUATION CRITERIA

The evaluation will be a three-stage process:

- **Stage 1: Preliminary Evaluation** – Compliance with all Mandatory Requirements listed in Section 4.0.
- **Stage 2: Technical Evaluation** – Scored out of 100 marks. A minimum score of 80 is required to proceed. Criteria include:



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- Specific Experience of the Firm (30 Marks)
- Proposed Audit Methodology & Approach (30 Marks)
- Qualifications of Key Personnel (30 Marks)
- Work Plan & Timeline (10 Marks)
- **Stage 3: Financial Evaluation** – The contract will be awarded to the bidder with the lowest evaluated total price among those who attain the technical pass mark.

6.0 QUOTATION VALIDITY

The quotation must remain valid for a period of ninety (90) days from the date of quotation opening.

7.0 QUERIES

Any clarifications or queries regarding this RFQ should be directed to the email address **info@klisc.or.ke** before the submission deadline.

KLISC reserves the right to accept or reject any quotation and is not bound to accept the lowest or any quotation received.