

REQUEST FOR QUOTATION (RFQ):

DATE: 26.06.2023

Dear Sir / Madam: We kindly request you to submit your quotation for **Audit of the Statement of Expenditure of USAID Awards (SEFA) USAID Resources managed by Industree Crafts Foundation** as detailed in the Annexure 1 on Standard Statement of Work for Financial Audits of Non-US organisations of this RFQ.

Also please be guided by USAID Financial Audit Guide for Foreign Organisations as detailed in Annexure 2 of this RFQ.

Quotations may be submitted on or before 07/07/2023(07th July 2023), 18:00hrs (Indian Standard Time) through on-line submission to the following email id gambeera@industree.org.in by following the instruction below

1. The time zone indicated in the system is Indian Standard Time (GMT+5:30 hrs.) Date and time will be final and prevail over any other closing time indicated elsewhere, in case they are different. The system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline.
2. Try to submit your quotations a day prior or well before the closing time. Do not wait until last minute. If you face technical issue(s) when submitting your proposal, please contact ashok@industree.org.in.
3. Quotations shall be submitted in English only, duly signed and stamped, and shall be marked with the note "RFQ –DD/ref nu/ "Title of RFQ"
4. The quotation price quoted need to be valid for 180 days
5. The currency of quotation needs to be in Indian Rupees and the quotation must be exclusive applicable taxes. The quotation should separately refer to the taxes applicable.
6. In case of capital purchases after-sales services required are a)warranty on Parts and Labor for a minimum period of 1 year b) Provision of after sales Service for 2 years c) Installation and adjustment of the goods d) Instruction on Operation and Maintenance for beneficiaries e) Technical Support Maximum 24 hours for urgent repair actions
7. All documentations, including catalogs, instructions and operating manuals, shall be in English. Any documents in regional languages need to be accompanied with a true copy translation to English
 - a) Company profile (short info up to 1 page);
 - b) Copy of Company's Registration Certificate;
 - c) Detailed technical description of the offered goods: brochures, technical data sheet and specifications;
 - d) Quality document for the offered equipment (quality certificate/conformity certificate/mark CE/other credential);
 - e) Full reference list demonstrating previous experience in delivering similar goods (List of similar projects in the last 2 years and a list of clients for reference check (contact details and email addresses to be provided for reference check))
 - f) Contact Person for Inquiries (Written inquiries only) Director – Finance - gambeera@industree.org.in

SECTION 1	DETAILS OF PROCUREMENT AGENCY
NAME	INDUS TREE CRAFTS FOUNDATION
REQUEST FOR QUOTATIONS TITLE	Audit of the Statement of Expenditure of USAID Awards (SEGA) of USAID Resources managed by Industree Crafts Foundation for the Period 1 st April 2022 to 31 st March 2023.
OVERALL PROJECT SUMMARY	<p>Industree Crafts Foundation (ICF) with support from USAID (WEE) has initiated the Producer-Owned Women Enterprises (POWER) project which focuses on increasing economic opportunities for women from marginalized communities.</p> <p>Project aims to create 28 women-owned enterprises that will connect 7,000 women producers to commercial supply chains in natural and biodegradable products such as leaf plates, baskets, mats and bags from tree leaves, bamboo, banana bark and other natural fibers. The states selected for the implementation of the POWER projects are Tamil Nadu, Karnataka, Andhra Pradesh, Odisha and Maharashtra.</p>
COMPANY DESCRIPTION	<p>Established in 2000, Industree Foundation holistically tackles the root causes of poverty by creating an ownership-based, organized creative manufacturing ecosystem for micro-entrepreneurs. Industree works with a vision to co-create an ecosystem with farmers, artisans, and stakeholders, creating a new way of building sustainable enterprises and work culture. Its mission is to work towards economically and socially empowering women from both agriculture and non-agriculture occupations. This is done by enabling them to equitably engage with global and local markets through producer-owned enterprises, thus becoming wealth creators for themselves, creating resilience to life crises, and helping society meet its sustainable development goals. Our approach has tripled the incomes of artisans in non-farm occupations by leveraging their artisanal skills and integrating them into the creative industries sector, reaching women artisans across India and Africa.</p> <p>Industree aspires to impact producers across agriculture and non-agriculture value chains. It seeks to give producers access to formal work in businesses that they collectively own, providing a stable and dignified alternative to the precarious informal sector. The foundation has implemented projects in Karnataka, Tamil Nadu, Odisha, Rajasthan, Andhra Pradesh in India and Bahir Dar in Ethiopia, in partnership with organizations like UNDP, British Asian Trust, Social Venture Partners, National Skills Development Corporation, Odisha Forest Sector Development Project, The Freedom Fund, Tata Trusts, Welspun, Standard Chartered, Mastercard Centre for Inclusive Growth,</p>

	<p>International Trade Centre, USAID and HSBC-Impact Foundation.</p> <p>Apart from this, Industree has incubated and accelerated two profitable and globally compliant producer-owned enterprises Greenkraft and Ektha Apparel, which have generated USD 10M+ in combined cumulative revenue and has made inroads with both national and global brands through the two producer companies it has incubated for market connect.</p>
PROJECT LEAD & TITLE	Gambeera Seelan, Director - Finance
PHONE & EMAIL ID	gambeera@industree.org.in
DATE OF RFO ISSUE	26 th June 2023
SUBMISSION DEADLINE	7 th July 2023
SECTION 2	RFO DOCUMENTS
PROJECT DESCRIPTION	<p>Audit of the Statement of Expenditure of USAID Awards of USAID Resources managed by Industree Crafts Foundation under:</p> <p>a. "Producer-Owned Women Enterprises (POWER)" project vide Cooperative Agreement No. 72038619CA00003 for the period April 01, 2022 to March 31, 2023.</p> <p>The objective of this engagement is to conduct a financial audit of the USAID resources managed by the recipient under (a) "Producer-Owned Women Enterprises (POWER)" project vide Cooperative Agreement No. 72038619CA00003 from April 01, 2022 to March 31, 2023 in accordance with:</p> <ul style="list-style-type: none"> ● USAID Financial Audit Guide for Foreign Organization (hereafter Guide); ● U.S. Generally Accepted Government Auditing Standards¹ (GAGAS or the Yellow Book); hereafter referred to as GAGAS, issued by Comptroller General of the United States Government Accountability Office; and, as applicable. ● International Standards on Auditing (ISA) issued by the International Auditing and Assurance Standards Board (IAASB), in conjunction with GAGAS; and ● The International Standards of Supreme Audit Institutions (ISSAIs) issued by the International Organization of Supreme Audit Institutions (INTOSAI) for public-sector audits, in conjunction with GAGAS. <p>The financial audit must include a specific audit of all the recipient's USAID-funded programs. The Statement of Expenditure under Federal Awards is the basic financial statement to be audited when indirect cost rates are not used. All amounts in the financial audit report must be stated in U.S. dollars. The auditors should indicate the exchange rate(s) used in the notes to the fund accountability statement.</p>
TARGETS	Auditors must design steps and procedures in accordance with GAGAS. A financial audit of the funds provided by USAID must be performed in accordance with GAGAS, or other approved standards where applicable, and accordingly includes such tests of the

	<p>accounting records as deemed necessary under the circumstances. The specific objectives of the audit of the USAID funds are to:</p> <ul style="list-style-type: none"> • Express an opinion on whether the Statement of Expenditure under Federal Awards for the USAID funded awards presents fairly in all material respects in relation to the recipient's financial statements as a whole, and in revenues received, costs incurred, and commodities and technical assistance directly procured by USAID for the period audited in conformity with the terms of the agreements and generally accepted accounting principles. • Evaluate and obtain a sufficient understanding of the recipient's internal controls related to the USAID-funded programs, assess control risk, and identify reportable conditions, including material internal control weaknesses. This evaluation must include the internal controls related to required cost-sharing contributions. • Perform tests to determine whether the recipient complied, in all material respects, with agreement terms (including cost-sharing/matching contributions, if applicable) and applicable laws and regulations related to USAID-funded programs. All material instances of noncompliance and all illegal acts that have occurred or are likely to have occurred must be identified. Such tests must include the compliance requirements related to any required cost-sharing contributions.
LOCATION	Bangalore
DELIVERY REQUIRMENTS	The Audit Schedule and Reports must be planned as per the Due Dates calender to complet the audit on time.
QUALITY ASSURANCE REQUIRMENT	
PRIOR EXPERIENCE REQUIREMENT	The Audit Teams are selected as per the Empaneled CPA firms as approved by USAID.
SELECTION CRITERIA	
TECHNICAL WEIGHTAGE	70%
FINANCIAL WEIGHTAGE	30%
OTHER CRTERIA	
TERMS AND CONDITIONS	<p>The audit must begin as soon as practicable after the signing of the audit contract and from the audit start date, the audit firm must submit to USAID: a draft indexed audit report in English within 90 calendar days, and a final audit report within 120 calendar days. The audit firm must submit to the USAID Operating Unit Two copies of the final report in English.</p> <p>It is the responsibility of the recipient to ensure that all records are available, all accounting entries and adjustments are made, and all other necessary steps are taken to make it possible for the audit firm to perform the work necessary to be able to present the final audit report within 120 calendar days.</p> <p>Payment will be as follows:</p>

	<ul style="list-style-type: none"> • 20 percent on the date of this contract, • 40 percent after approval of the draft report, and • 40 percent on the date the RIG approves the final report
	The internal selection process is final
ASSUMPTIONS AND CONSTRAINTS	
PENALTIES AND INCENTIVES	Any delays other than force majeure might result in modification/ cancellation

VENDOR RESPONSE	
COMPANY NAME	
RFQ TITLE	
RFQ ID	
PROJECT LEAD & TITLE	
PHONE & EMAIL	
DATE SUBMITTED	
PROPOSED START DATE	
PROPOSED COMPLETION DATE	
PROJECT MANAGEMENT	
QUALITY ASURANCE PROCESS IF ANY	
PRIOR EXPERIENCE IN COMPLETON OF SIMILAR PROJECTS	
CERTIFICATIONS/ AFFILIATIONS IF ANY	
PROFILE OF KEY PEOPLE UNDERTAKING THE PROJECT	
DELIVERABLES PLAN	
PRICING TEMPLATE	
PRICE PER UNIT (EXCL TAXES)	
TOTAL COST OF PROJECT (EXCL TAXES)	
PRICING DETAILS IF ANY	
FEES, CHARGES & DISBURSEMENT	
SUB CONTRACTORS	
SECURITY REQUIRMENTS IF ANY	
PAYMENTS SCHEDULES	
APPLICABLE TAXES	

Annexure – 1

1. Standard Statement of Work for Financial Audits of NON-US Oranisations – attached.

Annexure – 2

1. USAID Financial Audit Guide for Foreign Organisations

Annexure – 3

1. Due Date Calander