Instituto de Geociências de Timor-Leste, Instituto Público (IGTL)

SOLICITAÇÃO DE COTAÇÕES (SDC)

Fornecimento de Serviços de Auditoria Integrada do Relatório Financeiro Global do IGTL (Atividades e Despesas) para os Anos Fiscais de 2020, 2021, 2022 e 2023.

SDC/22/IGTL/VI/2024

INTRODUÇÃO

O Instituto de Geociências de Timor-Leste (IGTL), Instituto Público, foi criado pelo Decreto-Lei n.º 60/2023 de 6 de setembro, que altera o Decreto-Lei n.º 33/2012 de 18 de julho, o qual estabeleceu o Instituto do Petróleo e Geologia (IPG).

Para melhorar a transparência e a responsabilidade na alocação e execução do orçamento, o IGTL procura contratar os serviços de uma empresa de auditoria para auditar as suas demonstrações financeiras dos anos fiscais de 2020, 2021, 2022 e 2023. A auditoria deve ser realizada por um auditor externo, independente e qualificado.

SUBMISSÃO E PRAZO

A proposta completa deve ser submetida num envelope selado, marcado como **"CONFIDENCIAL"** e mencionando o número de referência do processo de contratação, dirigida ao Responsável de Aprovisionamento, e entregue em mãos ou por correio para: Instituto de Geociências de Timor-Leste, City 8, CBD Level 2, Rua Has-Laran, Manleuana, Díli, Timor-Leste. Telefone: +670 3310179. Ou por email para aprovisionamento@igtl.tl. O prazo para a submissão da proposta será no dia **27 de junho de 2024 às 16:30** horas de Timor-Leste. Candidaturas tardias não serão consideradas.

INFORMAÇÕES ADICIONAIS

Questões ou pedidos de informações adicionais devem ser feitos por carta ou email para aprovisionamento@igtl.tl.

Nota: Os Termos de Referência podem ser obtidos mediante pedido escrito por email ou descarregados em formato PDF a partir do site do IGTL em www.igtl.tl.

REQUEST FOR QUOTATION (RFQ)

Provision of Integrated Audit of IGTL'S Overall Financial Report (Activities and Expenditures) For Financial Year 2020, 2021, 2022 And 2023

SDC/22/IGTL/VI/2024

BACKGROUND

The Instituto de Geociências de Timor-Leste (IGTL), a public institution, was created under Decree Law No. 60/2023 of September 6, amending Decree Law No. 33/2012 of July 18, which established the Instituto do Petróleo e Geologia (IPG).

To enhance transparency and accountability in budget allocation and execution, IGTL seeks to procure the services of an audit firm to audit its financial statements for the fiscal years 2020, 2021, 2022, and 2023. The audit must be conducted by an external, independent, and qualified auditor.

SUBMISSION AND DEADLINE

The completed proposal should be submitted in a sealed envelope, marked **"CONFIDENTIAL"** and mentioned the procurement reference number for the attention of Procurement Officer, and submitted by hand or currier to: Instituto de Geociências de Timor-Leste, City 8, CBD Level 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste. Telephone: +670 3310179. Or by email to aprovisionamento@igtl.tl. The deadline for submission of proposal will be on **27th of June 2024 at 16:30** Timor-Leste time. Late application will not be considered.

FURTHER INFORMATION

Question or request for further information should be made by letter or email to aprovisionamento@igtl.tl.

Note: The Terms of Reference could be obtained by sending a written request via email or downloaded as a PDF copy from the IGTL website at www.igtl.tl.

Dili, 13 de Junho de 2024

Job Brites dos Santos
Presidente do IGTL

City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste.
Telf. (670) 3310-179

Instituto de Geociências de Timor-Leste, Instituto Público (IGTL)

REQUEST FOR QUOTATION (RFQ)

PROVISION OF INTEGRATED AUDIT OF IGTL'S OVERALL FINANCIAL REPORT (ACTIVITIES AND EXPENDITURES) FOR FINANCIAL YEAR 2020, 2021, 2022 AND 2023

SDC/22/IGTL/VI/2024

TERMS OF REFERENCE

1. BACKGROUND

The Instituto de Geociências de Timor-Leste (IGTL), a public institution, was created under Decree Law No. 60/2023 of September 6, amending Decree Law No. 33/2012 of July 18, which established the Instituto do Petróleo e Geologia (IPG). IGTL's registered office is located at City 8, CBD Level 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste. It operates under the supervision of the Ministry of Petroleum and Mineral Resources of the Timor-Leste government.

IGTL's main objective is to promote and conduct research, demonstration, and knowledge transfer, provide technical and technological assistance, offer laboratory support, and deliver various services aimed at companies in the fields of geosciences and geotechnology in Timor-Leste. IGTL's annual budget, allocated from the Timor-Leste state budget, finances all programs and activities related to investigating the potential of mineral resources, oil and gas resources, geological hazards, and hydrogeology within the territory of Timor-Leste.

To enhance transparency and accountability in budget allocation and execution, IGTL seeks to procure the services of an audit firm to audit its financial statements for the fiscal years 2020, 2021, 2022, and 2023. The audit must be conducted by an external, independent, and qualified auditor.

2. OBJECTIVE

The objectives of the audit of IGTL's financial statements are to enable the auditor to:

(i) Express an independent professional and objective opinion as to whether the financial statements present fairly, in all material respects, or give a true and fair view of the institution financial position, its financial performance and cash flows.

(ii) Provide a reasonable assurance opinion and ensure that the funds utilized for IGTL's activities have been used for their intended purposes and comply with the public financial management rules and regulations applicable in Timor-Leste.

The purpose of the engagement is to provide an additional level of control and oversight over the accounting, internal controls and compliance with the Public Financial Management procedures applicable in Timor-Leste. Thus, IGTL seeks proposals from firms wishing to be considered for appointment as external auditors (the 'External Audit').

3. SCOPE OF THE AUDIT

a) The audit will be carried out in accordance with the International Auditing Standards (IAS) on Auditing and the International Public Sector Accounting Standards (IPSAS). It will include test of transactions and verification procedures from income (transfer from the state budget) and expenses, as well as any other information that the auditors deem necessary.
b) Verify that all funds have been used in accordance with the established Public Financial Management rules and regulations, and only for the purposes for which the fund was provided.
c) Ensure that goods, works, and services financed have been procured in accordance with the established rules and regulations.
d) Express an opinion as to reasonableness of the financial statements in all material respects.
e) Include in the report an opinion on compliance with Public Financial Management procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
f) Conduct entry and exit meeting with the Board of Directors of IGTL-IP.
g) In addition, during the engagement, the auditor(s) should provide a management letter and report containing, at a minimum, the following:
   (i) Any significant or unusual transactions entered into by IGTL that Management and/or the Board of Directors should be made aware of;
   (ii) Any deficiencies in internal controls that are of significant enough to merit the attention of Management and/or the Board of Directors, including any irregularities in the use of the annual state budget allocated to IGTL;

Jbs

(iii) Any identified internal control weaknesses related to the procurement process such as, over the bidding, evaluation and contract management domains;

(iv) Any lack of compliance with financial management, Controls Policies or other relevant legislation;

(v) Any lack of accountability in the use of Public Money and Management of IGTL's assets.

(vi) Details of any ineligible expenditure identified during the audit. Expenditure is considered ineligible if it refers to (*i*) expenditures incurred for purposes other than the ones intended under the legal agreement(s); (*ii*) expenditures incurred in violation of applicable government regulations.

Management will prepare the financial statements that will be subject to the audit and make them available to the auditor(s). These statements will comprise the following:

a) A Statement of Compliance.

b) A statement of Cash Receipts and Payments.

c) A statement of Comparison of budget and actual amounts.

d) Notes to Financial Statements.

4. QUALIFICATIONS

The suitable audit firm will be required to:

a. Have extensive experiences in financial and compliance audit field;

b. Possess a strong track record in conducting financial and compliance audit system;

c. Comprise a team leader and a technical specialist, each with at least 10 years experiences in auditing and with a sound knowledge of government financed activities;

d. Have membership in a recognized accountancy professional body such as CPA or CA.

5. AUDIT REPORT DEADLINE

Draft and final audit report should be submitted to IGTL on/before the 30th of August 2024.

6. SELECTION CRITERIA

Interested parties should make a detailed submission responding to the present Request for Quotation.

City 8, CBD Piso 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste.
Telf. (670) 3310-179

Particular attention should be paid to the following:

1. Provide an expression of interest to deliver the above-mentioned services;
2. Provide an organization profile including business registration, company organizational structure and previous related experience;
3. Provide a detailed methodology to deliver the required services;
4. Provide a work plan/program and a breakdown of budget to the activities and final deadline. A proposed timeline for audit work and final reporting must be clearly stated;
5. Provide the identities of the team members, along with their respective CVs and certificates of qualification in a recognized accountancy body such as CPA or CA. This list shall include the entire audit team, including partners, managers, audit staff, and specify their qualifications for performing the audits.
6. Provide a statement of any potential conflict of interest;
7. Provide references and contact information from at least three (3) comparable audit clients;
8. Attach any information that the Consultant deems relevant;
9. For the non-resident tax purpose, audit firm shall submit the following points:
    - The fee proposed must be a total fixed price quoted indicating a total gross amount in USD including a 10% withholding tax;
    - Any incidental out-of-pocket expenses, such as travel, and accommodation must be included in the overall fixed price fees submitted;
    - No amount other than the proposed total fixed price shall be paid.

Note: ***The proposal to be submitted to IGTL shall be written in English and organized in sequence, following the selection criteria outlined above.***

7. SUBMISSION PROCESS

The completed proposal should be submitted in a sealed envelope, marked "**CONFIDENTIAL**" and mentioned the procurement reference number for the attention of Procurement Officer, and submitted by hand or currier to:

Instituto de Geociências de Timor-Leste, I. P

City 8, CBD Level 2, Rua Has-Laran, Manleuana, Dili, Timor-Leste

Telephone: +670 3310179

Website: http://igtl.tl

Or by email to **aprovisionamento@igtl.tl**.

8. CLOSING DATE

The deadline for submission of proposal will be on 27th of June 2024 at 16:30 Timor-Leste time. Late application will not be considered.

9. FURTHER INFORMATION

Question or request for further information should be made by letter or email to aprovisionamento@igtl.tl.

Dili, June 13, 2024

Job Brites dos Santos
President of IGTL