



Date: **January 17, 2024**

RFP No. 2024-12486-003

To: Whom It May Concern

Background

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations.

Opportunity 2.0, a 5-year program funded by United States Agency for International Development (USAID), will strengthen second-chance education programs for vulnerable out-of-school youth in the Philippines. Opportunity 2.0 will collaborate and work with national and local systems supporting youth in order to provide 180,000 youth with the skills and opportunities to improve their education, employment, and livelihood outcomes.

Purpose

The purpose of this letter is to invite you to submit a proposal for the procurement of audit services for CY2023 listed below. The requested service will be for USAID-funded Opportunity 2.0 project implemented by EDC in the Philippines.

Offerors are able to present proposal for Lot 1 as indicated below.

Lot 1. Scope of Work for the requested audit services for CY2023

1. To conduct an examination of the books of accounts and related accounting records and documents.
2. To prepare the following audited financial statements
 - a. Statement of Fund Balances
 - b. Statement of Cash Receipts and Disbursements
 - c. Statement of Changes in Fund Balances
 - d. Statement of Cash Flow
 - e. Related Notes and Disclosure
3. To prepare the audited financial report and corporate annual income tax return and file with the BIR and the SEC

See the detailed specification listings above and below for additional information.

Proposal due date: **January 24, 2024, 5:00PM Manila Time**. Proposals received after this date will not be eligible for contract award. The proposal must be valid for 30 days. Issuance of purchase order will be on or before February 15, 2024.

EDC shall evaluate all proposals based on:

- Price – *please note EDC is VAT-exempt*
- Availability



EDC will award one contract resulting from this request to the Offeror whose proposal conforming to this request offer the greatest value. EDC may also (a) reject any or all proposals, (b) accept other than the lowest proposal, or (c) accept more than one proposal.

EDC may award a contract without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best proposals with their original submissions. EDC reserves the right to conduct discussions, which may result in revisions to proposals, with one or more than one or all offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the Offeror.

Ensure at a minimum your proposal includes the following:

- On company letterhead and signed,
- A description of the goods/services being offered,
- The pricing must be a detailed breakdown including the unit price of each item, the total price, all applicable taxes (exclusive of VAT) and the cost of delivery, if applicable.
- Confirmation that goods/services are in stock/available,
- Delivery terms,
- 30 Days Payment Terms including banking details.

Quantities, Delivery Schedule, and Location

Proposals are requested for the service below:

Lot #	Item Description	Delivery Schedule	Quantity (No. of Units)
Lot 1	Audit Services CY2023	On or before March 20, 2024	1 lot

The filed AFS should be delivered to Loretta Villones, Sr. Finance Manager, Education Development Center Inc. 2901 Antel Global Corporate Center, Julia Vargas Avenue, Ortigas Center, Barangay San Antonio, Pasig City, Metro Manila.

Proposals must be delivered via email to: Education Development Center, Inc., Attention: Procurement Manager, E-mail: ProcurementPH@edc.org. All proposals must be received by EDC, before the deadline date and time, **January 24, 2024 5:00PM Manila Time.**

Please complete the following form and submit with your formal proposal.

Full Legal Name of Company			
Contact Person's full name and phone number		Name:	
		Number:	
Proposal Pricing Validity in Days	Number of Days:		
Authorized Signature:			Date:



Please complete the following reference form and please provide references for where your firm has provided similar services.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Value of Services Provided: _____

Month/s and Year During Which Services were Provided: _____

Reference #2:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Value of Services Provided: _____

Month/s and Year During Which Services were Provided: _____

Reference #3:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of Services Provided: _____

Value of Services Provided: _____

Month/s and Year During Which Services were Provided: _____