

# REQUEST FOR PROPOSALS



## REQUEST FOR AUDIT OF THE ACCOUNTS AND FINANCIAL STATEMENTS OF THE ENVIRONMENTAL TRUST FUND

The EMA was established in 1995 under the **Environmental Management Act, Chap. 35:05**, and is mandated to coordinate, facilitate and oversee execution of the national environmental strategy and programmes, to promote public awareness of environmental concerns and to establish an effective regulatory regime which will protect, enhance and conserve the environment.

### PROJECT SCOPE:

The Environmental Management Authority invites suitably qualified Firms to submit a proposal for the **‘AUDIT OF THE ACCOUNTS AND FINANCIAL STATEMENTS OF THE ENVIRONMENTAL TRUST FUND’**.

The successful bidder will be required to conduct the Audit for the following periods ending; September 30<sup>th</sup> 2017, September 30<sup>th</sup> 2018 & September 30<sup>th</sup> 2019 respectively, the Audit must be conducted in accordance with the requirements of the Government of Trinidad and Tobago, the Audit must be conducted in accordance with generally accepted auditing principles and international standards, the Audit is expected to be conducted over a 3-4 week period, from the date of acceptance letter from the EMA.

### COLLECTION OF PROPOSAL DOCUMENTS:

Consultants / Firms wishing to respond can obtain the Request for Proposal Documents from **09<sup>th</sup> October, 2017 to 17<sup>th</sup> October, 2017** after the payment of a non-refundable fee of Five Hundred Dollars (TT \$500.00) by depositing into any **Republic Bank # 290 101 135 701**.

Proposals documents can then be collected upon presentation of the Receipt at the EMA’s offices located at -:

- # 8 Elizabeth Street, St. Clair, Port of Spain,
- 3<sup>rd</sup> Floor Agate Building, # 2 Adesh Drive, SS Erin Road, Duncan Village San Fernando

## SUBMISSION AND CLOSING OF BIDS

One (1) Original and three (3) Copies of each proposal shall be submitted in a sealed plain brown envelope clearly marked:

*“PROPOSAL FOR AUDIT OF THE ACCOUNTS AND FINANCIAL STATEMENTS OF THE ENVIRONMENTAL TRUST FUND”*

and addressed to the:

**Giselle Landeau – Birmingham**  
**Corporate Secretary**  
**# 8 Elizabeth Street**  
**St. Clair, Port of Spain**

and deposited in the Tenders Box, located in the lobby at the above address no later than **03<sup>rd</sup> November, 2017 at 4:00pm**.

Request for proposals must remain valid for 90 days from the closing date and must be accompanied by the following valid documents where appropriate and not dated more than six (6) months prior to the closing date of the RFP

- Income Tax Certificate
- Vat Clearance Certificate
- Copies of your Business registration documents

Submission of Request for Proposal packages will not be accepted at any of the EMA’s other offices. Proposals received after the closing date will not be considered.

The EMA does not bind itself to accept the lowest RFP or any RFP in part or in whole. The EMA reserves the right to cancel the present notice in its entirety or partially, without deferring any cost incurred by any firm in submitting a RFP.