

# ATF CONSULTING LTD

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## READVERTISEMENT: Request for Proposal for External Auditing Services

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**DATE:** 28th March, 2022

**SUBJECT:** External Auditing Services

ATF Consulting Limited, a small boutique consulting firm based in Kenya, is seeking the services of a qualified accounting firm to construct its financial records as required by the accounting standards and the law and also prepare and present its audited financial statements for the fiscal years 2020 and 2021.

Your proposal should contain, but not limited to the following considerations:

1. Proof that the firm is certified to conduct audits in Kenya.
1. 5 years experience of audit and bookkeeping work.
2. A list of similar clients served by your firm.
3. Your staff assignments and availability to complete the bookkeeping and audit on a timely basis.
4. Describe capability to implement computerized accounting system, preferable QuickBooks Online.
5. Your fee proposal to conduct the audit function, along with your fee schedule for additional services that may be required beyond the scope of audit engagement. **Please share a cost breakdown of the fees.** The proposal should also state that any increase in the audit fee will be immediately disclosed to ATF Consulting.
6. Estimated number of hours/days to complete the audit.
7. CVs of key staff who will be leading the audit.

The final decision of the selection of the firm to conduct the audit will be made by ATF Consulting LTD management.

Share your financial and technical proposal to Evelyn Sallah at [esallah@attheforefront.net](mailto:esallah@attheforefront.net) and copy to [s.obunga@yahoo.com](mailto:s.obunga@yahoo.com) Direct canvassing may lead to disqualification.

We will look forward to receiving your proposals on or before 4<sup>th</sup> April 2022.