



# ASIA-PACIFIC TELECOMMUNITY

## Request for Proposals on External Auditor

For the auditing years 2024, 2025, 2026

**Bid closing date: Monday, 15 July 2024 at 16:00 hours (Bangkok time)**

This Request for Proposal is published on the APT web page (<https://www.apr.int/>)

Bangkok, 16 May 2024



**ASIA-PACIFIC TELECOMMUNITY**  
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

**Part I. Invitation Letter**

Ref: FN/2024-Auditor-RFP

16 May 2024

**Subject: Request for Proposals on External Auditor**

Dear Sir/Madam,

Asia-Pacific Telecommunity (APT) is seeking proposals from professional audit firms to perform an external auditing of the APT's annual financial statements for the years 2024, 2025, 2026 with possible extensions for the years 2027, 2028, 2029.

APT is a non-profit intergovernmental organization with the objective to foster the development of telecommunication services and information infrastructure throughout the region with a particular focus on the expansion in less developed areas.

Enclosed is detailed information on Request for Proposal which includes general information, instructions, and other information for the bidders.

The final decision for the selection of the external auditor will be made at the 48th Session of the Management Committee of the Asia-Pacific Telecommunity (MC-48) which will be held in November 2024.

In this regard, I am pleased to invite you to submit your proposals and send it to the Secretary General of the APT by **15 July 2024** via email. Please note that only proposals submitted in electronic format will be considered.

If you have any questions, please feel free to contact APT finance team (Contact points: Ms.Chollada Pinsuwan, e-mail: [chollada@apt.int](mailto:chollada@apt.int); Ms.Mallika Kearasarn, e-mail: [mallika@apt.int](mailto:mallika@apt.int) , Telephone: +662 5740779 , 574 0780).

We look forward to receiving your proposals by the deadline as indicated above.

Yours sincerely,

(Original Signed)

Masanori Kondo

Secretary General

LZ/ca

## **Part II. General Information to Bidders**

### **Section 1. Background Information**

#### **1.1 Asia-Pacific Telecommunity**

Asia-Pacific Telecommunity (APT) was founded in 1979 on the joint initiatives of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) and the International Telecommunication Union (ITU). As a non-profit intergovernmental organization, its main objective is to foster the development of telecommunication services and information infrastructure throughout the region with a particular focus on the expansion in less developed areas. APT's headquarter is located in Bangkok, Thailand at the Headquarter office at 12/49 Soi 5, Cheang Watthana Road, Thung Song Hong, Laksi, Bangkok 10210.

Currently, APT covers a wide spectrum of membership consisting of 38 Members, 4 Associate Members and 139 Affiliate Members. Through its various programmes and activities, APT has been making significant contributions to the development and growth in the ICT sector in the Asia-Pacific region.

#### **1.2 Purpose of the Tender**

The purpose of this Tender is to select one entity with the responsibility of providing professional external auditing services to APT as described in the Part IV (Terms of Reference)

The Bidders shall be the audit firms and shall have full autonomy from other institutions or bodies of their government. Bidders shall demonstrate, among other, to have the technical competence, expertise, capacity, sufficient material, and qualified/experienced resources in the subject domain, to perform all the requirements as described in Part III.

### **Section 2. Terms and Conditions**

**2.1** APT will make no payment whatsoever to any Bidder for the preparation and submission of its Proposal and for any costs incurred in that respect. APT will not refund costs incurred by unsuccessful Bidders.

**2.2** Any information provided by the Bidders shall be kept strictly confidential by the APT and shall not be revealed to any third party.

**2.3** The Bidders will not be permitted to take advantage of any ambiguities, errors, or omissions in the present Tender Document. Should ambiguities, errors or omissions be found, the Bidder shall notify APT as soon as possible.

### **Section 3. Scope of Service**

The audit will be carried out in accordance with the International Standards on Auditing (ISAs) or Thai Standards on Auditing (TSA). The auditor shall perform such audit of the accounts of APT including all special accounts and would be required to express an independent professional opinion as to whether the financial statements present fairly, in all material aspects, the financial position of the Organization in accordance with APT Finance Regulation as described in Part IV (Terms of Reference)

#### **3.1 Preparation of audit report**

There are 2 closing dates for APT's accounts, one is 31 December of the year for APT's normal account and 4 special accounts. The other is 31 March of the year for another special account. The auditor is required to exam all documentations, records and books relating to all these accounts on site at APT headquarter in June of each of the 3 years (2024, 2025, 2026) and the duration of the on-site audit is around 10 working days. The final audit report must be submitted to APT by August of each year.

#### **3.2 Representation at APT Management Committee Meeting**

The auditor is required to present audit reports at APT Management Committee (MC) which normally takes place at the end of the year and reply to questions that may be raised at the meeting.

## Part III. Instructions to Bidders

### Section 4. PROPOSAL

#### 4.1 Proposals received for the position of external auditor shall meet the following initial criteria

1. The Bidder shall be the audit firms registered and belongs to one of the countries within the Asia-Pacific region.
2. The Bidder shall have at least 5 years in providing auditing services.

#### 4.2. Proposal shall be drawn up in English and include, at a minimum, the following mandatory information, and documents (see Annex)

##### 4.2.1 General profile

The Bidder shall provide a summary of its general profile including role and function, number of professional staff employed, annual operating budget, office location etc.

##### 4.2.2 Independence

The Bidder should declare and demonstrate independence from other institutions or bodies of government and objectivity in the discharge of duties and responsibilities, and ability to self-determine scope of audit.

##### 4.2.3 Conformity with international standards on auditing.

The Bidder shall provide a detailed description of its audit approach and procedure including conformity with international standards on auditing and APT Financial Regulations, Code of professional and ethical conduct applicable to its staff as well as quality assurance procedure

##### 4.2.4 Experience in the audit of United Nations Organizations or Intergovernmental organizations.

The Bidder shall describe its experience over the past 5 years in the audit of United Nations Organizations or Intergovernmental organizations including the names of the organizations concerned, the nature and scope of the tasks accomplished.

##### 4.2.5 Professional qualifications, skills, and ability of audit staff to communicate in English.

The Bidder shall demonstrate that it has a sufficient number of qualified staff including the ability to communicate in English. The Bidder shall provide the list of audit tools/ software used in audit service.

#### 4.3 Quotation

##### 4.3.1 The quotation shall include the Bidder's fixed annual fee for each of three (3) audit years 2024, 2025 and 2026 based on the following APT's accounts:

##### List of APT's accounts to be audited:

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. APT Budget (Normal budget) | (Annual budget USD 3,000,000) |
| 2. EBC Australia Fund         | (Annual budget USD 200,000)   |
| 3. EBC China Fund             | (Annual budget USD 200,000)   |
| 4. EBC Korea Fund             | (Annual budget USD 200,000)   |
| 5. EBC Japan Fund             | (Annual budget USD 1,500,000) |
| 6. EBC SATRC Fund             | (Annual budget USD 120,000)   |

##### 4.3.2 All prices quoted should:

- Quoted in United States Dollars (USD) only and be exclusive of all taxes, including Value Added Tax (VAT).
- Be inclusive of any and all overhead costs, administrative charges, expenses, that the Bidder may incur in order to provide the services described in the Tender, including but not limited to travel and accommodation costs.

The payment principle applied is that the annual fee is payable upon completion of the annual audit work and receipt by the APT of the final audit report. Related travel costs as required will be paid throughout the year.

## **Section 5. Submission of Proposals**

**5.1** The Bidders shall submit the Proposal drawn in English to Mr. Masanori Kondo, Secretary General of APT by e-mail to aptfinance@apt.int

Any requests for clarification of this Tender shall be sent by e-mail to the following APT contact points: Ms. Chollada Pinsuwan, e-mail: chollada@apt.int; Ms. Mallika Kearasarn, e-mail: mallika@apt.int and Cc: aptfinance@apt.int

**5.2** Proposals must be received by the deadline of **Monday, 15 July 2024 at 16:00 hours (Bangkok Time)**. Any proposal received after the expiration of the deadline will not be considered.

**5.3** Based on the decision of APT Management Committee, APT will inform the Bidder whose proposal is retained via e-mail. The choice by APT will not become final until the Letter of Engagement between APT and the successful Bidder is duly signed. Letters of regret will be sent to the unsuccessful Bidders to inform them that their Proposal has not been retained.

**5.4** By submitting a Proposal, the Bidder thereby agrees to abide by all the terms and conditions set forth in the Tender.

**5.5.** Following the Bid Closing Date and during the evaluation process, APT reserves the right to contact Bidders individually for clarification of Proposals. Failure to respond to the request for clarifications, or respond to such request out of time, may result in disqualification.

## **Part IV. Terms of Reference of the External Auditor**

### **Section 6. APT Financial Regulations (Article 22)**

1. The Management Committee shall arrange for the annual audit of the accounts of the Telecommunity prepared by the Secretary General.
2. The Management Committee shall appoint an External Auditor that is registered and belongs to one of the countries within the region, for the audit of accounts of the Telecommunity. The External Auditor shall be appointed through a competitive selection process for a three-year term. The appointment may be renewed for a further three-year term without a competitive selection process depending on the performance review by the Management Committee. Another appointment may be possible after a break of a period of three-year term. The Secretary General may recommend competent External Auditor(s) to the Management Committee.
3. The selection of an External Auditor will be conducted in accordance with the Guideline on the Selection of an External Auditor of Asia-Pacific Telecommunity.
4. The audit shall be conducted in conformity with generally accepted common auditing standards and, subject to any special directions of the Management Committee in accordance with the Additional Terms of Reference set out in Annex I to these Regulations.
5. The annual accounts shall be submitted to the External Auditor mentioned in Paragraph 2 above, not later than 31 March following the end of the financial year.
6. The External Auditor may make observations with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls and, in general, the administration and management of the Organization.
7. The Secretary General shall provide the External Auditor with the documents and the facilities he may require in the performance of the audit.
8. The External Auditor shall be completely independent and solely responsible for the conduct of the audit.
9. The Management Committee may request the External Auditor to perform certain specific examinations and issue separate reports on the results.
10. Any case of fraud or suspected fraud shall be submitted by the Secretary General to the External Auditor without delay.
11. The External Auditor shall issue reports on the audit of the financial statements and associated tables, which shall include such information as he deems necessary in regard to matters referred to in paragraph 5 above and in the Additional Terms of Reference governing External Audit (Annex I to these regulations).
12. The report of the External Auditor shall be communicated to the Members, Associate Members, and Affiliate Members at least 6 weeks prior to the opening of the meeting of the Management Committee.

**Section 7. APT Financial Regulations (ANNEX I - Additional Terms of Reference Governing External Audit)**

1. The External Auditor shall perform such audit of the accounts of the Telecommunity, including all special accounts, as he deems necessary in order to satisfy himself: -
  - (a) that the financial statements are consistent with the books and records of the Telecommunity;
  - (b) that the financial transactions reflected in the statements have been in accordance with the rules and regulations, the budgetary provisions and other applicable directives;
  - (c) that monies on deposit and on hand have been verified by certificate received direct from the Telecommunity's depositories or by actual count;
  - (d) that procedures satisfactory to the External Auditor have been applied to the recording of all assets, liabilities, surpluses and deficits.
2. The External Auditor shall be the sole judge as to the acceptance in whole or in part of certifications and representations by the Secretary General and may proceed to such detailed examination and verification as he chooses, of all financial records including those relating to supplies and equipment.
3. The External Auditor and his staff shall have free access at all convenient times to all books, records and other documentation which are, in the opinion of the External Auditor, necessary for the performance of the audit. Information classified as privileged and which the Secretary General (or his designated senior official) agrees is required by the External Auditor for the purposes of the audit and information classified confidential shall be made available on application. The External Auditor and his staff shall respect the privileged and confidential nature of any information so classified which has been made available and shall not make use of it except in direct connection with the performance of the audit. The External Auditor may draw the attention of the Management Committee to any denial of information classified as privileged which in his opinion, was required for the purposes of the audit.
4. The External Auditor shall have no power to disallow items in the accounts but shall draw to the attention of the Secretary General for appropriate action any transaction concerning which he entertains doubt as to legality or propriety. Audit objections to these or any other transactions arising during the examination of the accounts shall be immediately communicated to the Secretary General.
5. The External Auditor shall issue and sign an opinion on the financial statements. The opinion shall include the following elements:
  - (a) the identification of the financial statements audited;
  - (b) a reference to the responsibility of the Secretary-General and the responsibility of the External Auditor;
  - (c) a reference to the audit standards followed;
  - (d) a description of the work performed;
  - (e) an expression of opinion on the financial statements as to whether:
    - (i) the financial statements present fairly the financial position as at the end of the period and the results of its operations for the period;
    - (ii) the financial statements were prepared in accordance with generally accepted common auditing standards ;
    - (iii) the generally accepted common auditing standards were applied on a basis consistent with that of the preceding financial period;
  - (f) an expression of opinion on the compliance of transactions with the Financial Regulations and legislative authority;
  - (g) the date of the opinion;
  - (h) the External Auditor's name and position;
  - (i) should it be necessary, a reference to the report of the External Auditor on the financial statements.

6. The Report of the External Auditor on the financial statements should mention :-

- (a) the type and scope of his examination
- (b) matters affecting the completeness or accuracy of the accounts, including where appropriate  
:-
  - (i) information necessary to the correct interpretation of the accounts;
  - (ii) any amounts which ought to have been received but which have not been brought to account;
  - (iii) any amounts for which a legal or contingent obligation exists and which have not been recorded or reflected in the financial statements;
  - (iv) expenditures not properly substantiated;
  - (v) whether proper books of accounts have been kept. Where, in the presentation of statements, there are deviations of a material nature from the generally accepted accounting principles applied on a consistent basis, these should be disclosed.
- (c) other matters which should be brought to the notice of the Management Committee such as  
:-
  - (i) cases of fraud or presumptive fraud;
  - (ii) wasteful or improper expenditure of the Telecommunity's money or other assets (notwithstanding that the accounting for the transaction may be correct) ;
  - (iii) expenditure likely to commit the Organization to further outlay on a large scale;
  - (iv) any defect in the general system or detailed regulations governing the control of receipts and disbursements or of supplies and equipment;
  - (v) expenditure not in accordance with the intention of the Management Committee after making allowance for duly authorized transfers within the budget;
  - (vi) expenditure in excess of appropriations as amended by duly authorized transfers within the budget;
  - (vii) expenditure not in conformity with the authority which governs it
- (d) the accuracy or otherwise of the supplies and equipment records as determined by stock-taking and examination of the records

In addition, the reports may contain reference to :-

- (e) transactions accounted for in a previous year concerning which further information has been obtained or transactions in a later year concerning which it seems desirable that the Management Committee should have early knowledge.
7. The External Auditor may make such observations with respect to his findings resulting from the audit and such comments on the Secretary General's financial report as he deems appropriate to the Management Committee.
8. Whenever the External Auditor's scope of audit is restricted, or is unable to obtain sufficient evidence, the External Auditor shall refer to the matter in his report, making clear the reasons for his comments and the effect on the financial position and the financial transactions as recorded.
9. In no case shall the External Auditor include objections in his Report without first affording the Secretary General an adequate opportunity of explanation on the matter under observation.



<b>Bidder Information Form</b>
--------------------------------

**1. General profile**

Name:	
Address, city, postal code, country:	
Name of Head:	
Date of founding:	
Annual Operating budget in USD:	
Number of professional staff employed:	
Contact person name:	
Contact person e-mail:	

**2. Independence**

The Bidder should declare and demonstrate independence from other institutions or bodies of government and objectivity in the discharge of duties and responsibilities, and ability to self-determine scope of audit.

--

**3. Conformity with international standards on auditing.**

The Bidder shall provide a detailed description of its audit approach and procedure including conformity with international standards on auditing and APT Financial Regulations, Code of professional and ethical conduct applicable to its staff as well as quality assurance procedure

--

**4. Experience in the audit of United Nations Organizations or Intergovernmental organizations.**

The Bidder shall describe its experience over the past 5 years in the audit of United Nations Organizations or Intergovernmental organizations including the names of the organizations concerned, the nature and scope of the tasks accomplished.

**5. Professional qualifications, skills, and ability of audit staff to communicate in English.**

The Bidder shall demonstrate that it has a sufficient number of qualified staff including the ability to communicate in English. The Bidder shall provide the list of audit tools/ software used in audit service.

**6. Quotation**

The Bidder shall complete the following form in accordance with Section 4.3.1 above. The bidder also may append a breakdown fee sheet to further detail the fixed and final overall quoted fee.

Items	Price quoted in USD (Excluding VAT)
Fixed annual fee for the year 2024	
Fixed annual fee for the year 2025	
Fixed annual fee for the year 2026	
<b>Total fixed fee for years 2024 to 2026</b>	

**Costs in relation to mode of travel (see Section 3.1 and 3.2)**

(Mode of travel costs relate to plane/train/other)

Items	Price quoted in USD (Excluding VAT)
Travel costs for the year 2024	
Travel costs for the year 2025	
Travel costs for the year 2026	
<b>Total travel costs for years 2024 to 2026</b>	

**Additional audit fee (if any)**

--

**Certified as accurate**

Bidder's seal:	
Place and Date:	
Signature of the Bidder's legally authorized representative:	
Name and Title of the Bidder's legally authorized representative:	