EXPRESSION OF INTEREST

PROVISION OF AUDIT SERVICES TO THE MALTA ENVIRONMENT AND PLANNING AUTHORITY

Ref: EOI/02 /2010

4th January 2010

1. Scope

This expression of Interest (EOI) invites reputable audit firms or individuals, from hereon referred to as the interested bidders, to carry out an audit of the Accounts of the Malta Environment and Planning Authority for the year ending 31 December 2009, in terms of section 8 of the Development Planning Act, this including the following:

a. The presentation of all statutory reports, including such reports as are required by the stakeholders to obtain a clear indication of the state of the company's affairs as at the date of the balance sheet and the profit and loss account for the financial period covered by the audit exercise.

b. A critical review of the present accounting systems, procedures and internal controls and a detailed report on their effectiveness.

c. An evaluation of the existing accounting and control systems and the presentation of a report thereon to the directors highlighting any discovered weaknesses and any recommended improvements.

d. The assignment of a partner or else a fully qualified senior auditor who will be overall responsible for the management, conduct and timely completion of the audit programme.

e. In presenting his opinion and also in arriving at his conclusion, the appointed auditor will be expected to consider and also report on all such aspects as are required by statutory provisions. He will also be expected to conduct appropriate tests and enquiries in respect of the day-to-day operation of the business and proper evaluation of the company's assets and liabilities.

f. The submission of a detailed 'management letter' to the directors at the time of presentation of the financial statements in respect of the period reviewed.

g. A declaration that not more than 50% of the firm's income in aggregate is derived from work connected with parastatal and Government controlled companies / concerns.

The successful bidder is expected to give an engagement letter indicating the details of the services he would be providing.

2. Time frames

The first draft of the report to be ready for distribution to the Board of Directors within (6) six weeks of the financial year end date.

3. Duration

The appointment will be for a period of five years renewable annually.

4. Instructions to bidders

Interested bidders are to submit their proposals including:

a) A corporate profile of the bidder, including services offered, experience in the specific area and credentials for undertaking the exercise and a list of public sector audit clients.

b) A complete and comprehensive proposal detailing the methodology that will be used for this assignment, indicating the projected hours and number of personnel that will be allocated to the assignment including dates and milestones.

c) Brief profiles of the personnel that will work on this project including qualifications and professional experience of each individual.

d) A financial proposal in euro (inclusive of VAT and all other applicable taxes) indicating a lump sum to cover all the requirements of this assignment.

6. Equipment

Any hardware, software or equipment required for this exercise shall be procured at the expense of the selected bidder.

7. Conditions for Participation

Participants in this Expression of Interest must observe the following:

- Submissions are made strictly in accordance with this document.
- Additional material, brochures or promotional material may be submitted together with the information requested therein.
- All information requested in this document must be provided. If any section is not deemed to be applicable the bidder shall indicate it accordingly, without prejudice to the right of the Authority to disqualify bidders that do not provide the required information.
- The proposal submitted is to be signed by the candidate's authorised signatory with evidence of such authorisation.
- The proposal must be drawn up in English and submitted by not later than the deadline specified in this document.
- Any correspondence, including the actual proposal must always include the reference number indicated on the front page of this document.
- The Authority may invite bidders to supplement or clarify the documents they submit.
- The Authority reserves the right to refuse any additional fees that may be presented at the end of the exercise that were not approved by the said authority in writing.
- The proposal must be delivered by recorded delivery (official registered postal service) or hand delivered to the address below by not later than 10:00 hrs on the 18th January 2010:

  Director Corporate Services
  Malta Environment and Planning Authority
  St Francis Ravelin
  Floriana
  Malta
- Proposals submitted in any other way will not be considered.
- Late submissions will not be considered.

8. Proposal Response Format

Bidders are to submit three (3) copies of their proposal. The three copies will be sealed in an outer envelope or parcel and deposited in Tender Box marked 'A' that is located on the ground floor of the above address which envelope or parcel shall contain the following information on its outside:

- The address for submission of Proposals indicate above;
- The reference code of Expression of Interest (found on front cover of this document);
- Expression of Interest title.

9. Evaluation Criteria

This assignment will be awarded in terms of the following evaluation criteria:

Evaluation Criteria	**%**
List of public sector audit clients	**15**
All-encompassing proposal which addresses all requirements including methodology and time allocation	**25**
Cost of assignment	**60**
Total	**100**

10. Termination

Without prejudice to the above, the Malta Environment and Planning Authority reserves the right to terminate the assignment without compensation in the event that there is an unjustified delay of more than ten (10) consecutive dates or if the successful bidder demonstrates a lack of ability to perform the tasks required.

11. Payment

Payment will be affected within thirty (30) days of invoicing after the acceptance of the final report by the Malta Environment and Planning Authority.

12. Clarifications and additional information

Interested bidders are to notify the Authority in writing of any clarification required on the assignment. Any requests for clarifications are to be addressed until 12:00 11th January 2010 to:

The Director Corporate Services
Malta Environment and Planning Authority
St Francis Ravelin
Floriana
Malta

e-mail: malcolm.borg@mepa.org.mt

Written requests shall reach the Authority at least five (5) working days prior to the submission deadline. Any requests after this date will not be accepted.

Any clarifications will be faxed, mailed, e-mailed or delivered to all the parties known to the Authority to have requested a copy of the Expression of Interest.

Copies of all clarifications will be made available for inspection at the offices of the Authority Interested persons will ensure they have received all clarifications issued.