



Population Services International (PSI) – Bangladesh

Invitation to Bid

Reference: ITB Number_AUHC-PSI-2020-003

Yearly audited financial statements

Population Services International (PSI) is a leading global health organization with programs targeting malaria, child survival, HIV and reproductive health. Working in partnership within the public and private sectors, and harnessing the power of the markets, PSI focuses on achieving measurable health impact in more than 50 countries worldwide. For over 40 years, PSI has provided life-saving products, clinical services and behavior change communications that empower the world's most vulnerable populations to lead healthier lives.

In Bangladesh PSI together with key international partner Chemonics International, is implementing a project titled The Advancing Universal Health Coverage (AUHC), is a USAID funded health initiative to assist the goals of the Government of Bangladesh to significantly expand access to safe, affordable and quality health services, for five years.

PSI's world headquarters are in Washington, D.C., with global presence in 50 countries and a European office in Amsterdam. PSI's major donors include the governments of the United States, United Kingdom, Germany and the Netherlands, the Global Fund, United Nations agencies, private foundations, corporations and individuals.

Please visit our web site (www.psi.org) for additional background information about PSI, including a description of our major program areas and a list of the countries in which we operate

Issue Date:	October 25, 2020
Closing Date:	November 05, 2020 (No Later than 04:00 PM)
Reference No:	ITB Number_AUHC-PSI-2020-003
Funded by	United States Agency for International Development (USAID)
Point of Contact:	Shaikh Shahinur Islam, sislam@psi.org

Whistleblower Policy

Population Services International (PSI) is committed to operating with integrity and in full compliance with all applicable laws, regulations, and policies. Any PSI employee or partner or vendor with concerns of any kind fraud, waste, discrimination or stemming from possible noncompliance or irregularities may report it or contact PSI anonymously and without fear of retaliation anonymously 24 hours a day at Ethics Point which is a secure website <http://psi.ethicspoint.com/>



USAID's Advancing Universal Health
Coverage (AUHC) Project

Genetic Baro Bhuiyan
H-CWN (A) 3A, 13th Floor, Road-49
Kamal Ataturk Avenue, Gulshan-2
Dhaka, Bangladesh

October 25, 2020

Dear Auditor's,

Population Services International (PSI) invites **you/firm** to submit a proposal for the preparation of its yearly audited financial statements and related filings for the year ended on June 30, 2020. The audit of **PSI Bangladesh's** financial statements must be performed in accordance with generally accepted auditing standards.

The Bangladesh Liaison Office of Population Services International (a company incorporated in Washington D.C.) was established with the Permission from the Bangladesh Investment Development Authority (BIDA) vide reference 03.219.344.00.00.0000.2161.24122018, Dated 08 April, 2018 and Permission from Bangladesh Bank under Section 18B of Foreign Exchange Regulation Act, 1947 for continuation of company's Liaison Office Dhaka, Bangladesh have been obtained up to 31 December, 2021. The scopes of operation of the Liaison office as approved by Bangladesh Investment Development Authority (BIDA) shall remain confined to provide assistance in the following health care related technical areas: research, marketing & communications, quality assurance, system design, documenting learning, maintaining liaison.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.
2. Management letter

All the above must be completed within 15 days of appointment. In addition, **PSI Bangladesh** requires that a meeting of the auditors and management be held to discuss a draft version of the financial statements.



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All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing similar clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed,
- f) A proposed timeline for fieldwork and final reporting;
- h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit.
- j) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments;

Your proposal must be received by November 05, 2020. Send your proposal to me at sislam@psi.org.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at sislam@psi.org. I look forward to receiving your proposal.

Sincerely,

Shaikh Shahinur Islam
Admin & Logistics Manager
PSI Bangladesh