



# **PUBLIC UTILITIES COMMISSION**



## **INVITATION TO TENDER FOR EXTERNAL AUDIT SERVICES**

The Public Utilities Commission Belize (“PUC”) is hereby seeking **TENDERS** from qualified auditing firms to submit proposals to perform annual external audit services.

### **1. Scope of Audit Services**

The PUC invites qualified auditing firms to submit proposals to perform annual external audit services for the fiscal year 2020|2021 and fiscal year 2021|2022. For fiscal year 2020|2021, the audit shall be comprised of two interim audit periods from April 1, 2020 to December 15, 2020 and from December 16, 2020 to March 31, 2021.

### **2. Terms and General Conditions of Engagement**

It is the intention of the PUC to enter into an agreement with the successful firm to provide external audit services for the two fiscal years.

### **3. Acceptance of Proposal**

The PUC reserves the right to reject any and all proposals for any reason. The lowest of any proposal may not necessarily be accepted. There is no expressed or implied obligation by the PUC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

#### **4. Experience, Qualifications & Requirements**

The firm must meet the following minimum requirements to be considered for evaluation pursuant to this request for proposal:

- Must be a member of the Institute of Chartered Accountants of Belize and qualified to practise in Belize.
- Must provide a brief profile of the firm indicating the scope of its practice, range of activities performed, the firm's contact person, phone number and email address.
- Must provide CVs and copies of certificates of key personnel that will be involved in the Audit.
- Must provide a list of at least 10 companies audited in the last three years and proof of same with their contacts.
- Must include a proposal on how fees charged will be calculated, with indication of involvement/time allocated in providing the said services.

#### **5. Audit Schedule**

The firm is to work with the accountant at the PUC and agree upon a schedule of activities which shall lead to the completion of the annual audit by June 30, 2022.

#### **6. Deadline**

Tenders should be addressed to the Chairman of the Public Utilities Commission and submitted in two sealed envelopes and delivered to the PUC's office at #4 Princess Margaret Drive, 2<sup>nd</sup> Floor, Marina Towers Building, Belize City, Belize.

**DEADLINE FOR SUBMISSION IS MARCH 18<sup>th</sup> 2022 AT NOON.**